United States Department of Agriculture

Billing and Accounts Receivable

Pegasys 7.8 User Guide

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3 of 10

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Guide Summary

To meet 508 compliance requirements, the BAAR Guide is divided into 10 documents, which contains the following sections. This is Document 3.

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4 BAAR User Actions and Procedures

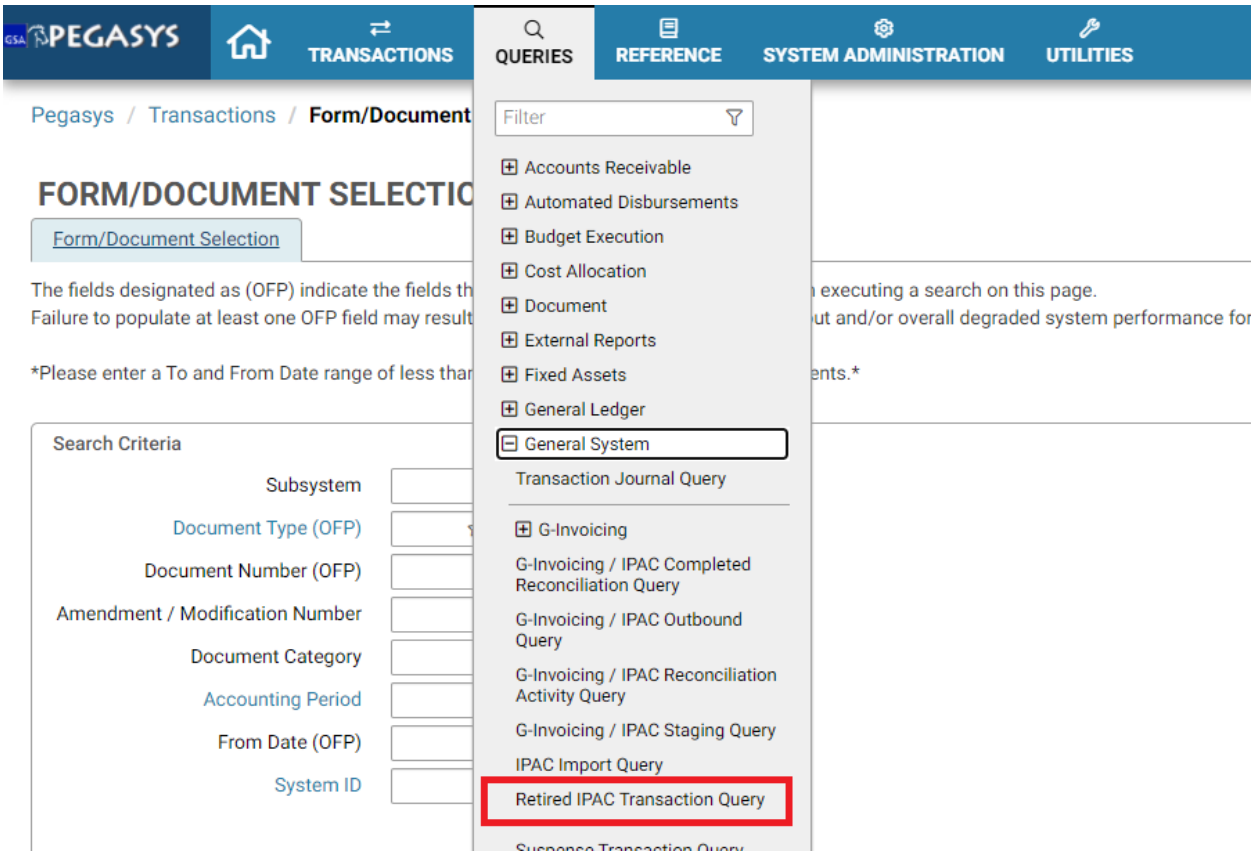
4.6 BAAR Queries

4.6.4 Retired IPAC Transaction Query

The Retired IPAC Transaction query allows the user to view the status of transactions sent to or received from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Processes as well as any changes made to IPAC documents required to fulfill the IPAC Billing lifecycle, prior to the 7.5.1 Upgrade in May 2018.

Queries → General System → Retired IPAC Transaction Query

Figure 1: Navigation to Retired IPAC Transaction Query



- To search for IPAC Transaction information, enter applicable search criteria and select the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and select the Details button.

4.6.4.1 Retired IPAC Transaction Query Search Parameters and Results

IPAC transactions can be queried by a variety of parameters, such as Fiscal Year, Document Category, Document Type or Document Number, Customer ALC, Disbursing Office, and the Assignment Code.

Figure 2: Retired IPAC Transaction Query Search Criteria

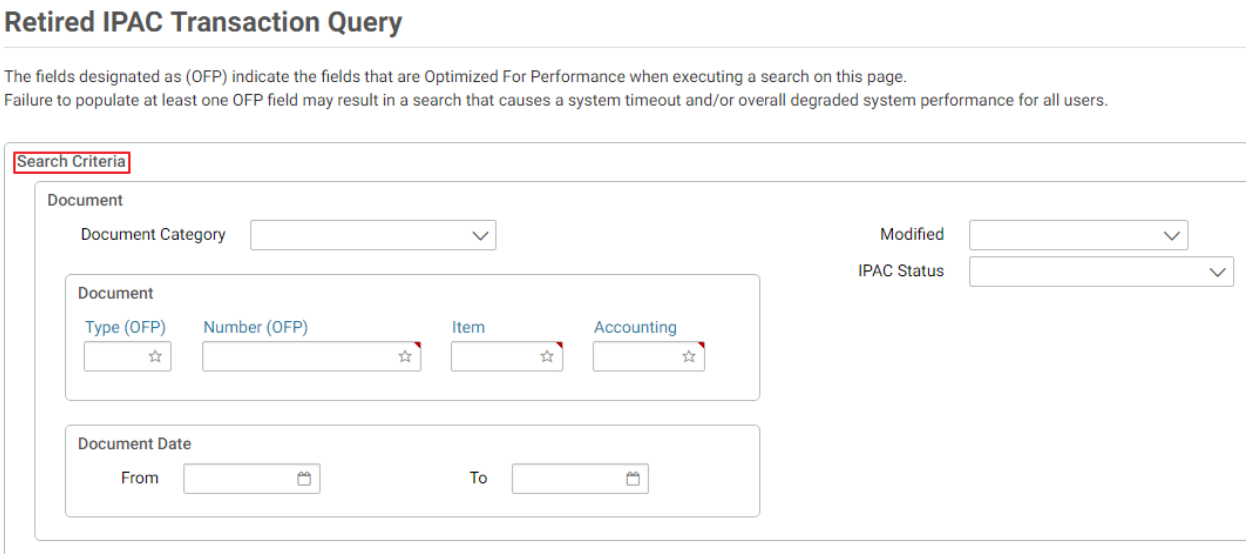
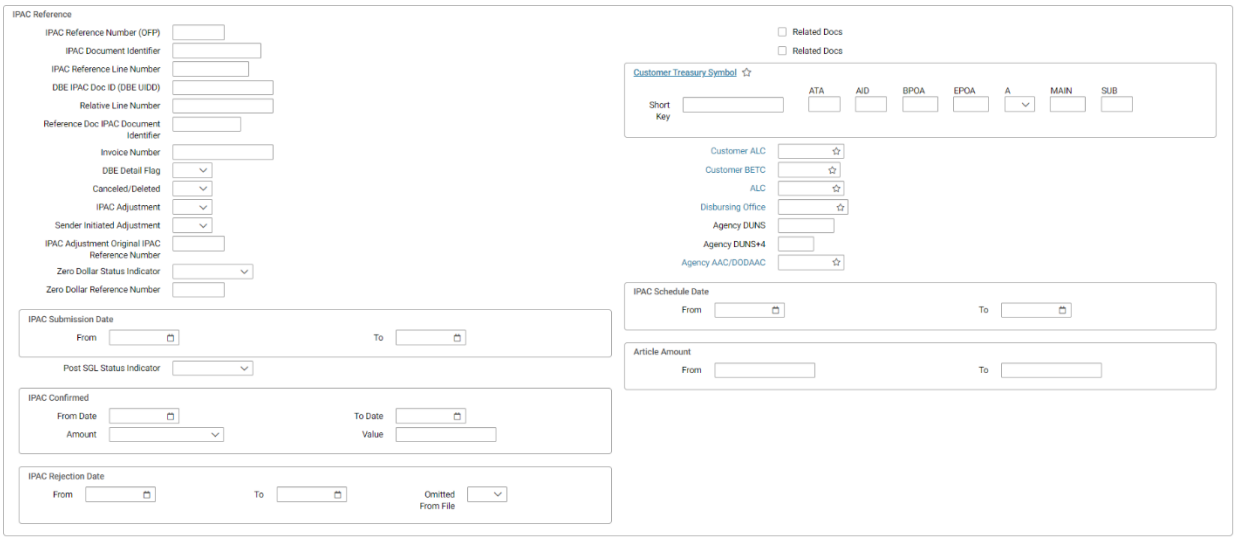


Figure 3: Retired IPAC Transaction Query Search Criteria - IPAC Reference Section



The Item Collection of the Retired IPAC Transaction Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Document Category, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item

collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Figure 4: Retired IPAC Transaction Query Item Collection

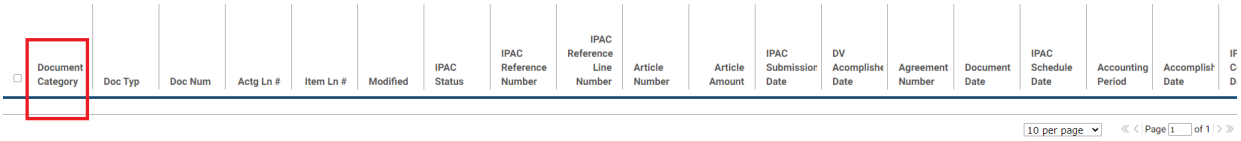
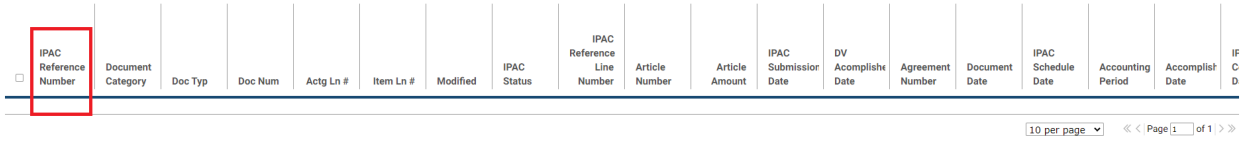


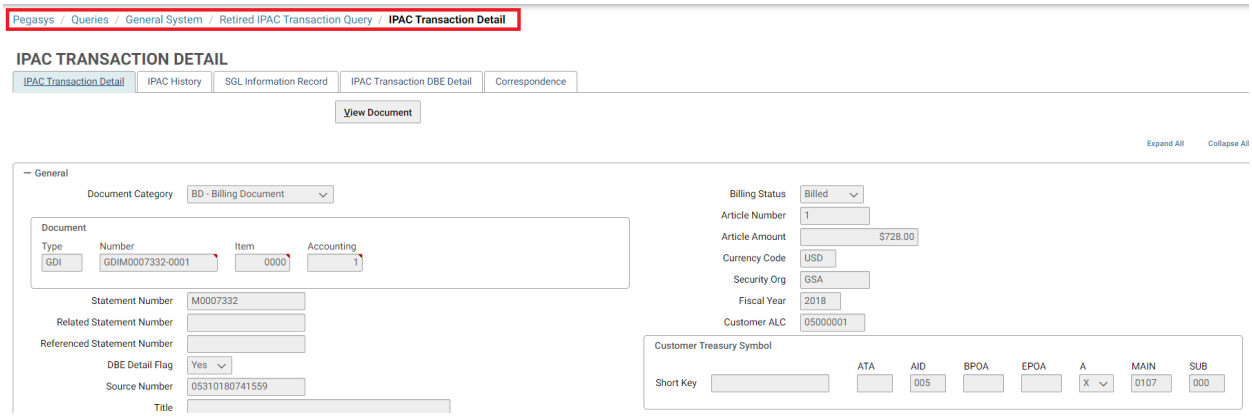
Figure 5: Retired IPAC Transaction Query Item Collection (User Altered)



4.6.4.2 Retired IPAC Transaction Query Details

All changes made to an IPAC document, prior to the 7.5.1 Upgrade, can be reviewed through the Retired IPAC Transaction query. As a result of running the query, the user can review the details matching the search criteria and can also review the associated document for each individual record.

Figure 6: Retired IPAC Transaction Query Detail



4.6.4.3 Executing a Query Using the Retired IPAC Transaction Query

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

Steps to Execute a Query Using Retired IPAC Transaction Query:

1. Navigate to Queries → General System → Retired IPAC Transaction Query

   The Retired IPAC Transaction Query page is displayed.

Figure 7: Retired IPAC Transaction Query

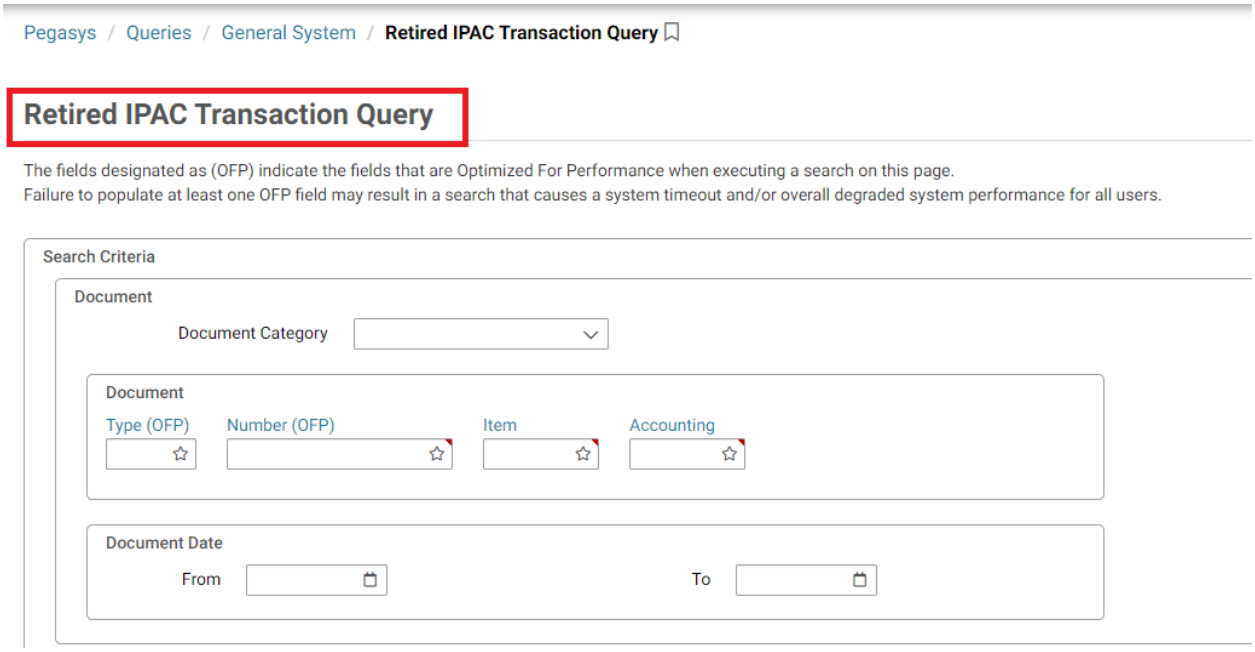
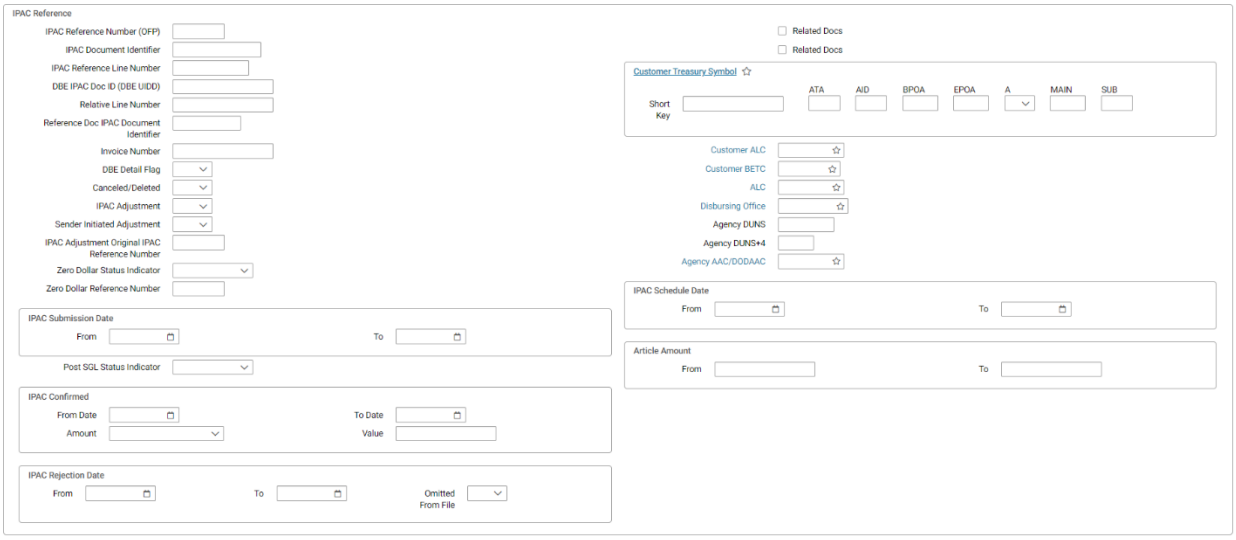
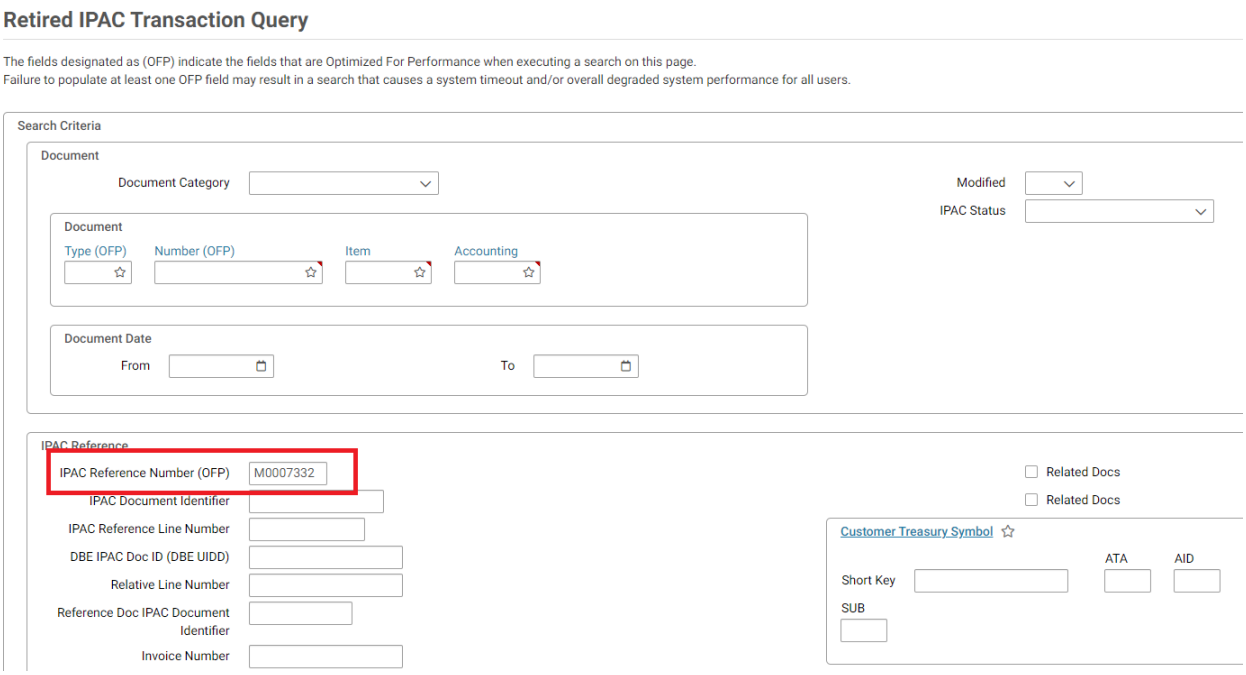


Figure 8: Retired IPAC Transaction Query - IPAC Reference Section



2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Statement Number** (using either the **Statement Number** field or the **IPAC Reference Number** field). If known, enter the **Document Type, IPAC Status** and customer information.

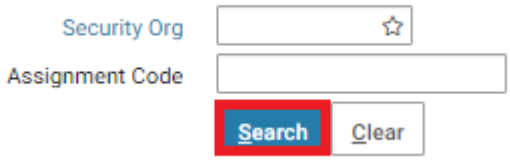
Figure 9: Retired IPAC Transaction Query Reference Number



NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

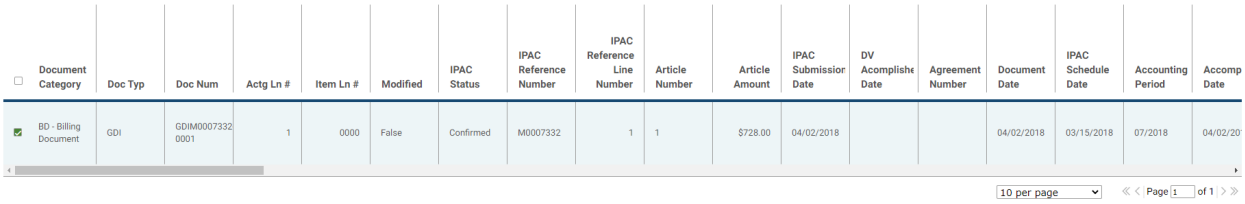
3. Select the **Search** button.

Figure 10: Search Button



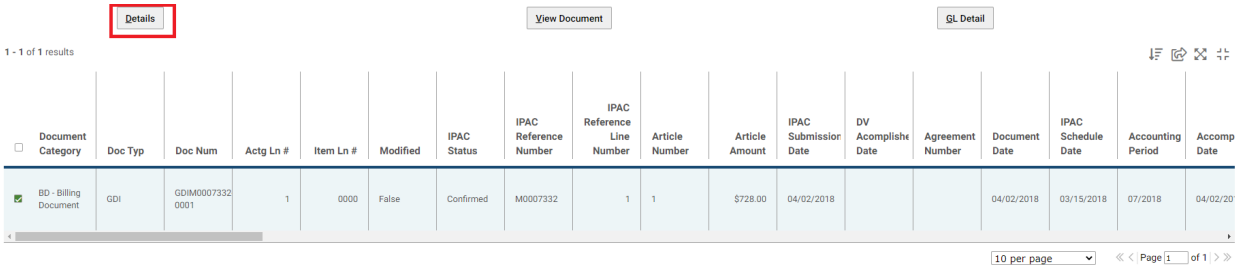
The results are returned in the Item Collection.

Figure 11: Item Collection



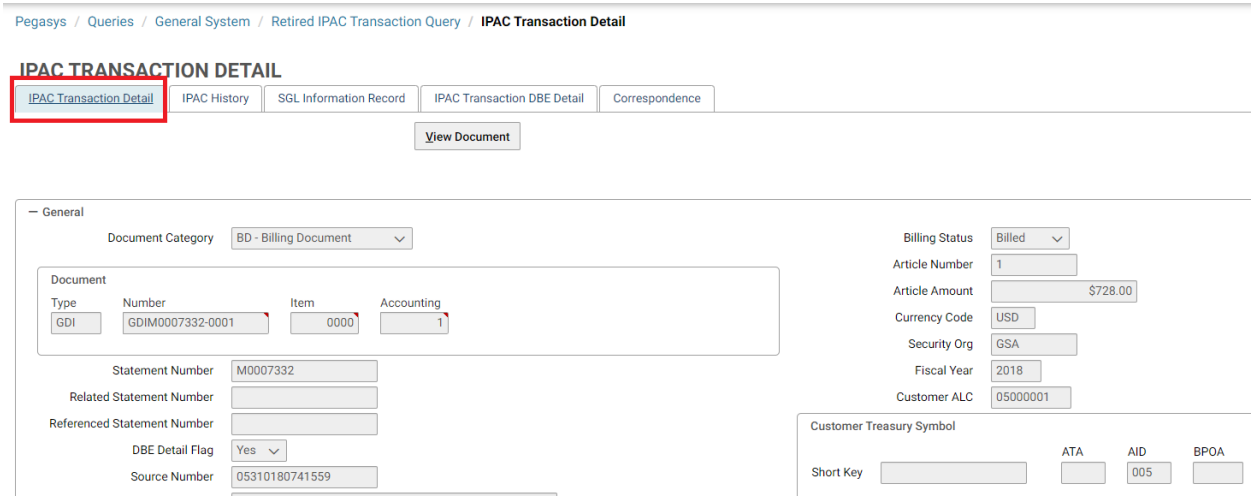
4. Select a detail record.
5. Select the **Details** button.

Figure 12: Details Button



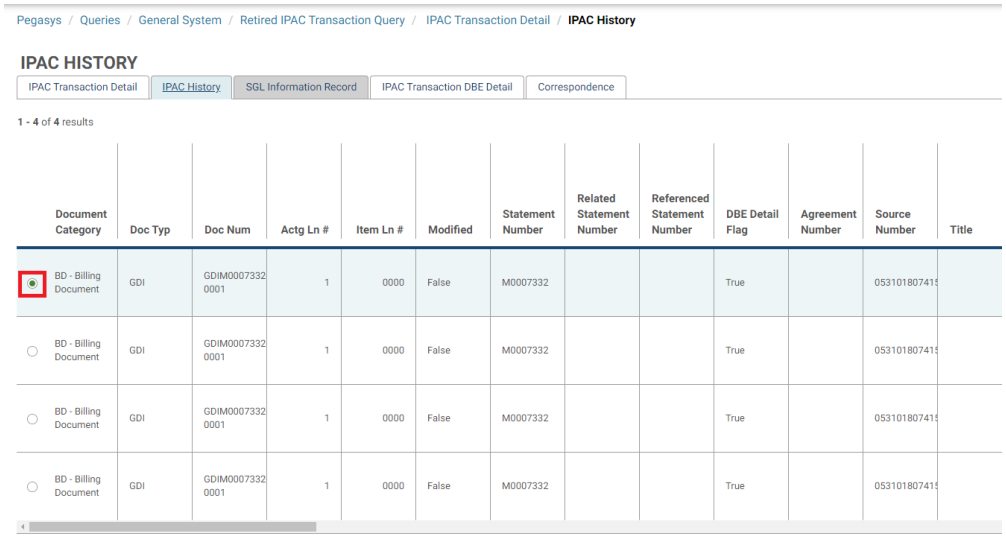
The IPAC Transaction Detail page is displayed.

Figure 13: Retired IPAC Transaction Detail Page



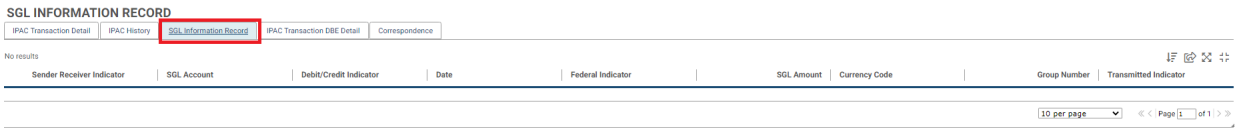
6. Select the **IPAC History** Tab to view the IPAC Transaction's history. To see the details, select the record. The item collection will be displayed.

Figure 14: IPAC History Tab



7. Select the **SGL Information Record** Tab to view the IPAC Transaction's SGL information.

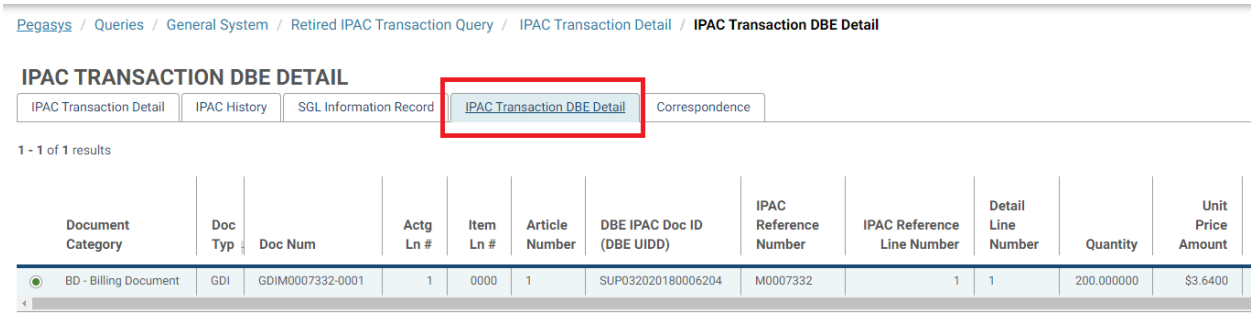
Figure 15: SGL Information Tab



8. Select the **IPAC Transaction DBE Detail** tab within the IPAC Transaction to view IPAC DBE Detail information.

   NOTE: This tab will only contain information when the IPAC Transaction's DBE Detail flag is True.

Figure 16: IPAC Transaction DBE Detail

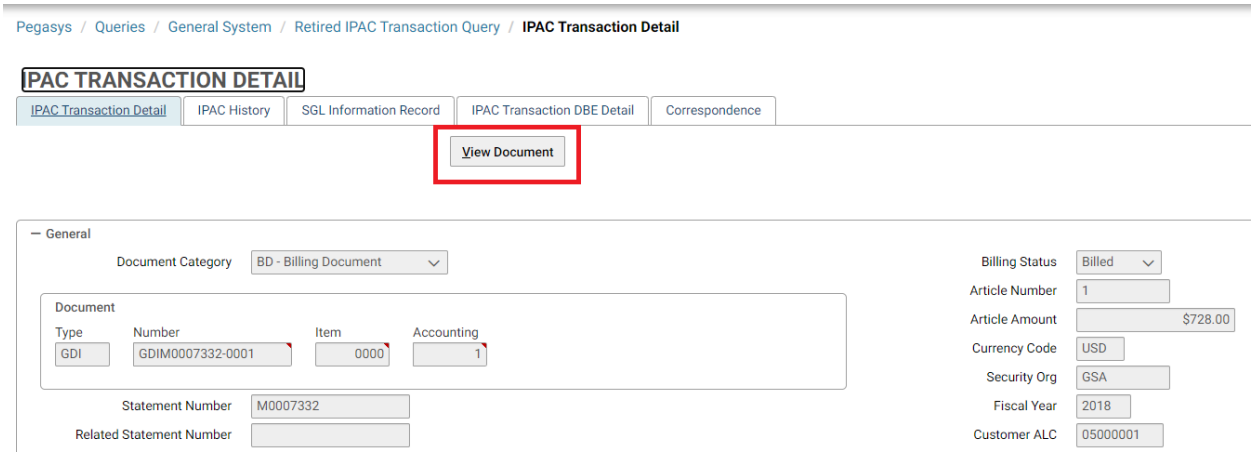


9. Select the **Correspondence** tab to view any correspondence on the transaction.

   For more information on Correspondence, please refer to **Section 4.6.13.5**.

10. To view the document associated to the IPAC Transaction Detail record, select the View Document button. When selecting **View Document,** the document will be opened in a new window in view mode.

Figure 17: IPAC Transaction Detail

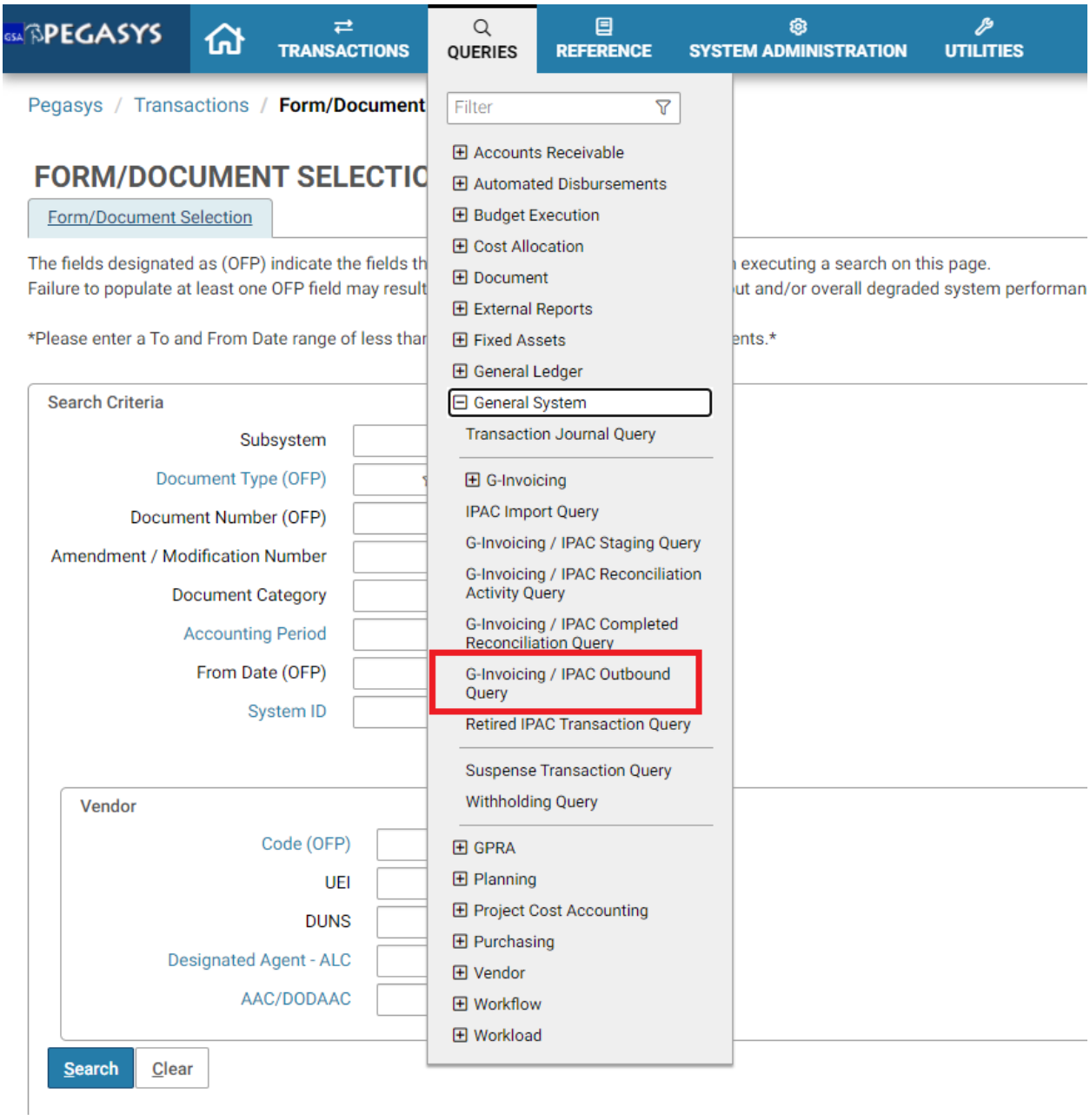


4.6.5 G-Invoicing/IPAC Outbound Query

The G-Invoicing/IPAC Outbound query allows the user to view Pegasys transactions eligible for the Intra-Governmental Payment and Collection (IPAC) System that will go through the IPAC Outbound Crosswalk and IPAC Bulk File Generation batch processes.

Queries → General System → G-Invoicing/IPAC Outbound Query.

Figure 18: Navigation to G-Invoicing/IPAC Outbound Query



4.6.5.1 G-Invoicing/IPAC Outbound Query Search Parameters and Results

IPAC Transactions can be queried by a variety of parameters, the basic search criteria are Document Type, Document Number, Document Line Number, Statement Number, Partition, Security Organization, and Vendor Code. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Import record.

Figure 19: G-Invoicing/IPAC Outbound Query Basic Search Criteria

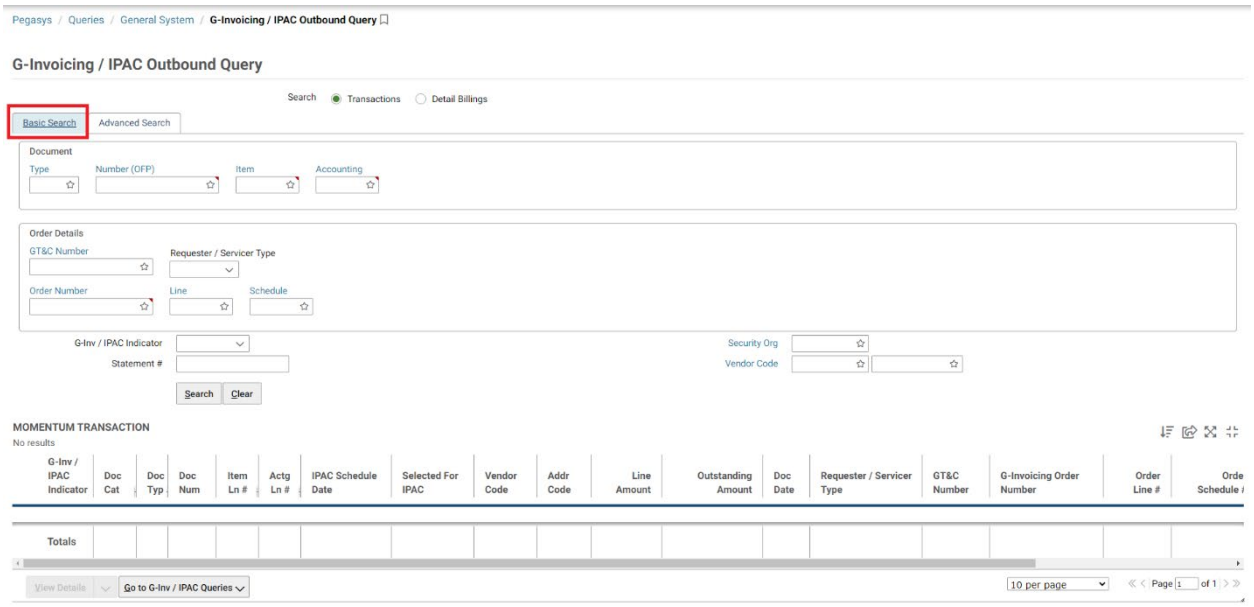
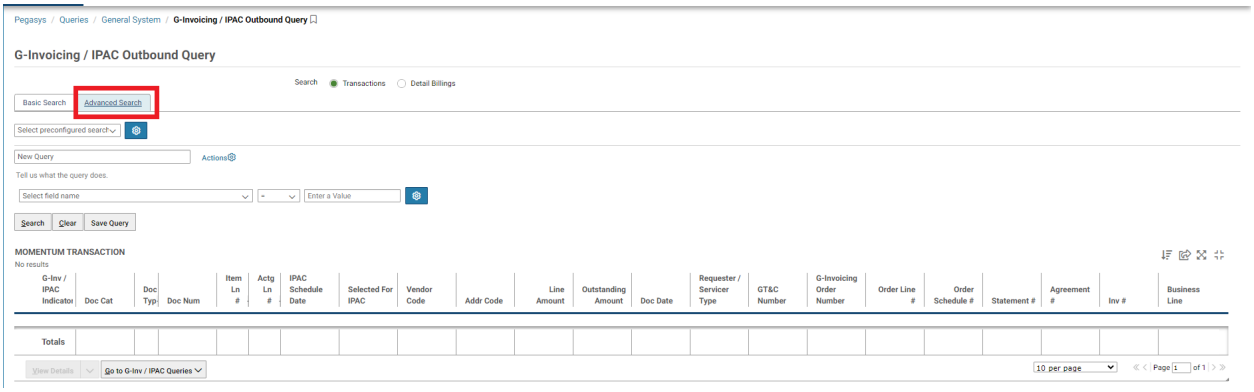


Figure 20: G-Invoicing/IPAC Outbound Query Advanced Search Criteria



The Item Collection of the G-Invoicing/IPAC Outbound Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Document Category, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Figure 21: G-Invoicing/IPAC Outbound Query Item Collection

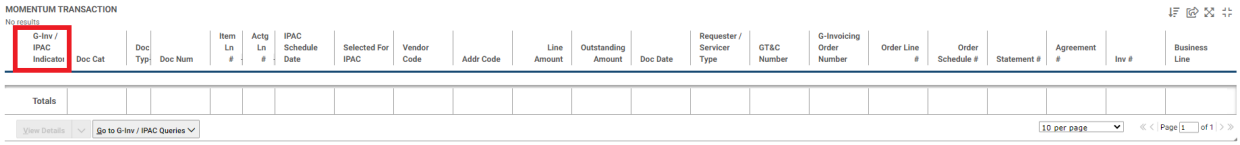
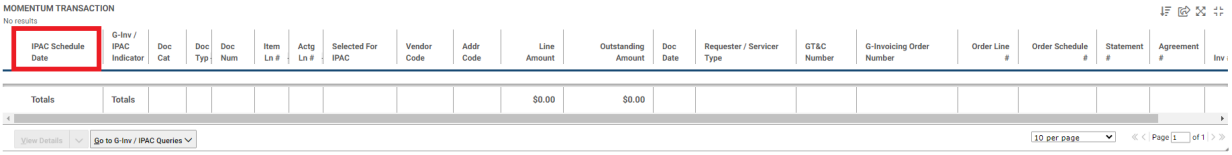


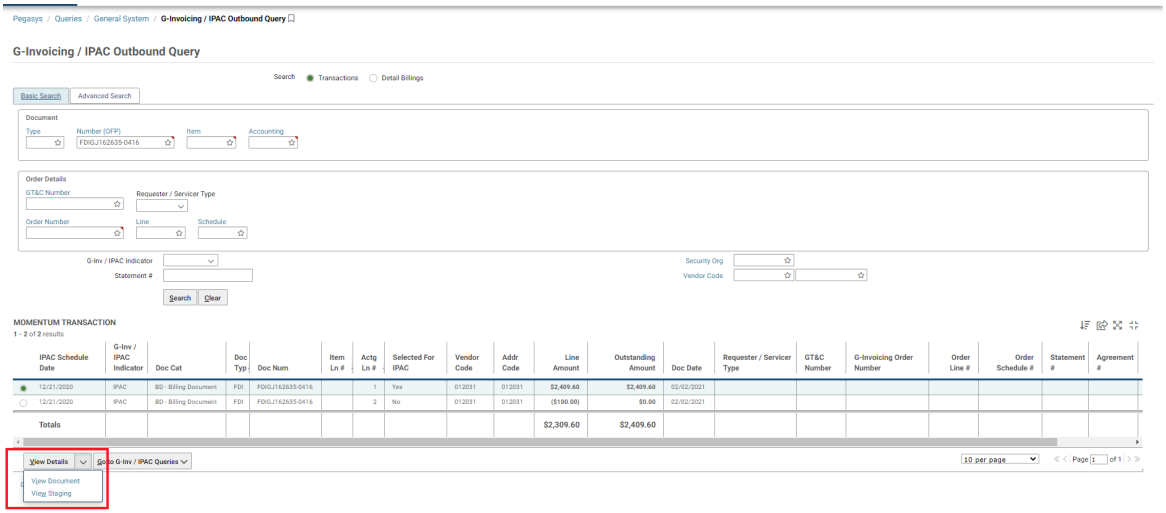
Figure 22: G-invoicing/IPAC Outbound Query Item Collection (User Altered)



4.6.5.2 G-Invoicing/IPAC Outbound Query Details

The G-Invoicing/IPAC Outbound query supports two options for viewing records under the View Details Split Dropdown. The View Document button allows users to open a window to view the Pegasys Transaction. The Staging Preview option launches a Modal window to view if and where an IPAC Import record has been crosswalked. The Modal contains important IPAC File fields at a glance and has a View Staging Details button that will navigate to the IPAC Staging Details page for the selected record.

Figure 23: G-Invoicing/IPAC Outbound Query Detail



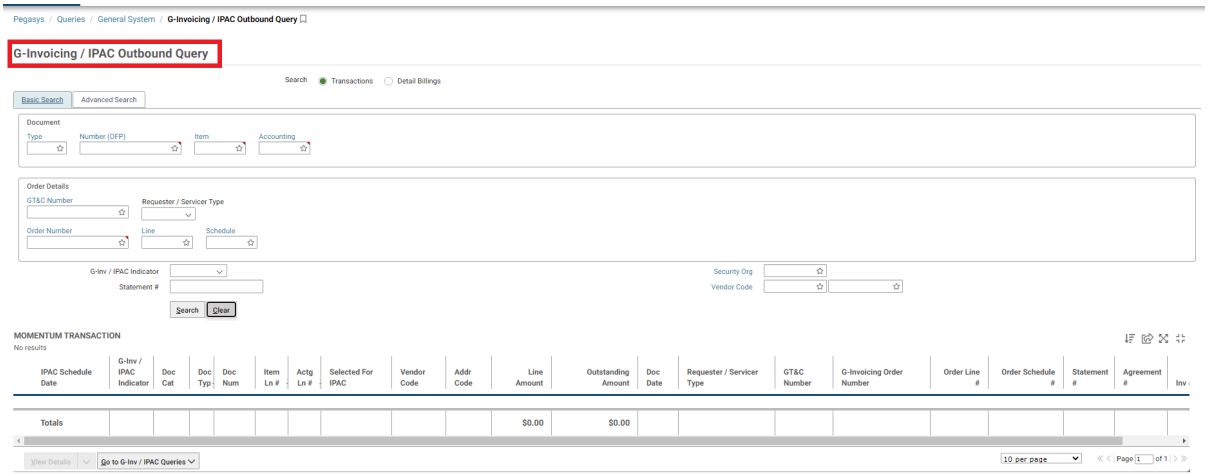
4.6.5.3 Executing a Query Using the G-Invoicing/IPAC Outbound Query

NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

Steps to Execute a Query Using G-Invoicing/IPAC Outbound Query:

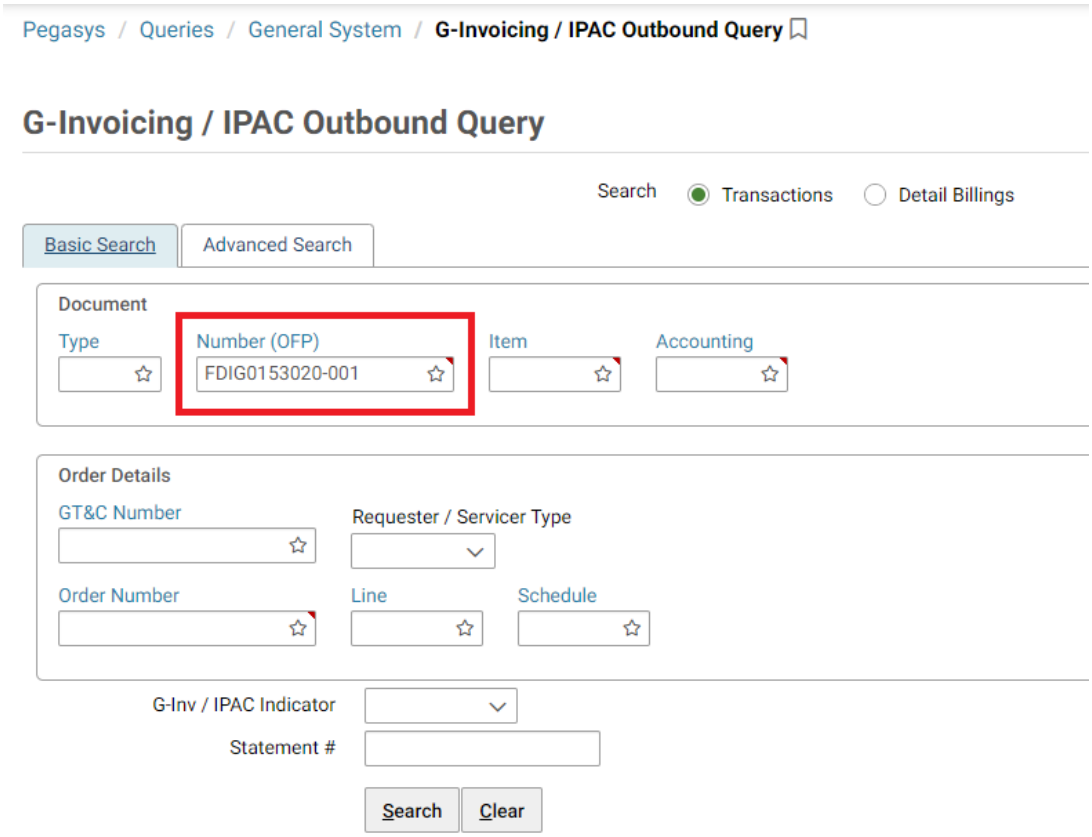
1. Navigate to Queries → General System → G-Invoicing/IPAC Outbound Query.
   The G-Invoicing / IPAC Outbound Query page is displayed.

Figure 24: G-Invoicing/IPAC Outbound Query



2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Document Number**.

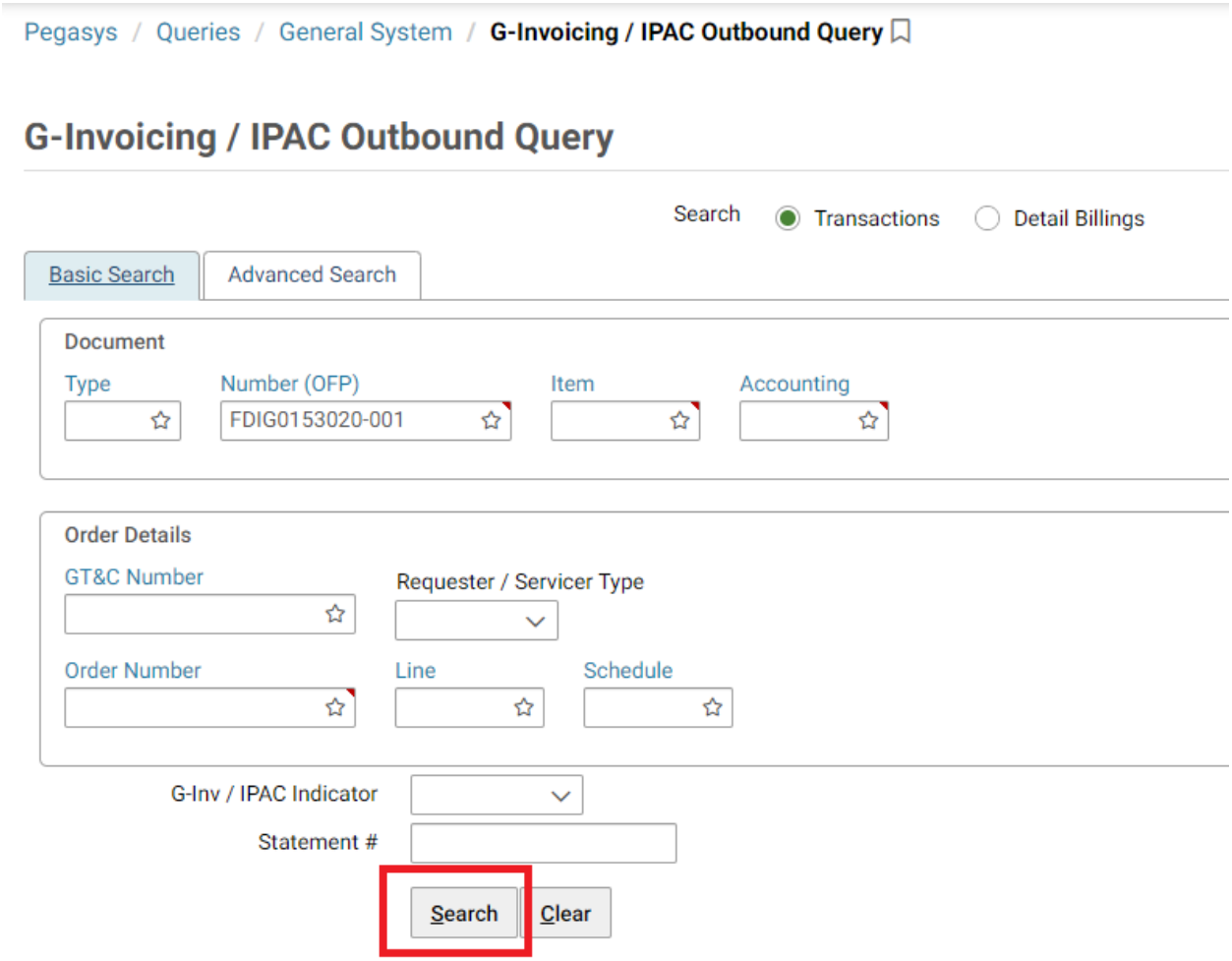
Figure 25: G-Invoicing/IPAC Outbound Query Statement Number



NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

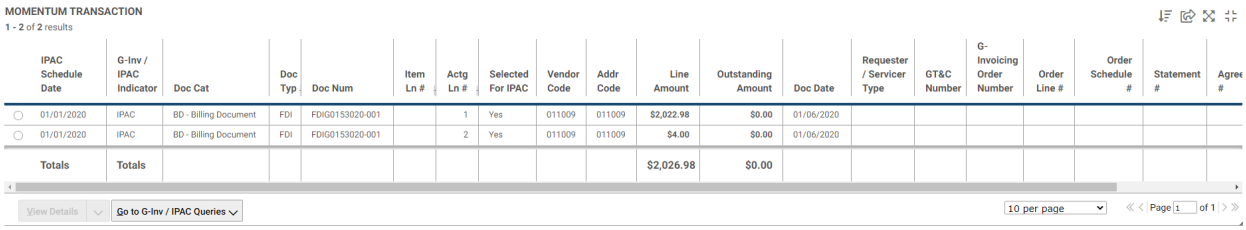
3. Select the **Search** button.

Figure 26: Search Button



The results are returned in the Item Collection.

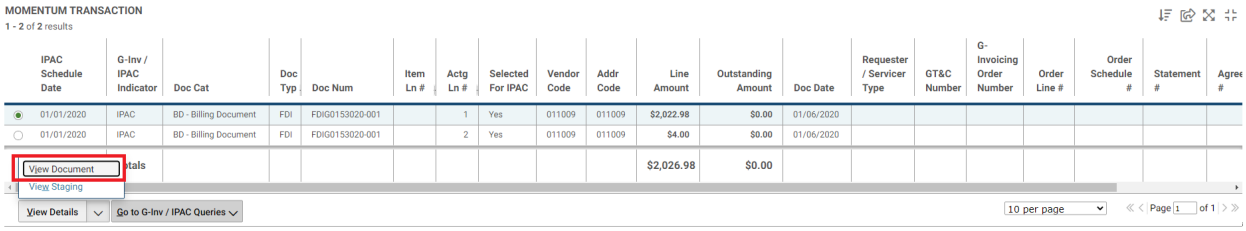
Figure 27: Item Collection



4. Select a detail record.
5. Select the **View Details** dropdown button.

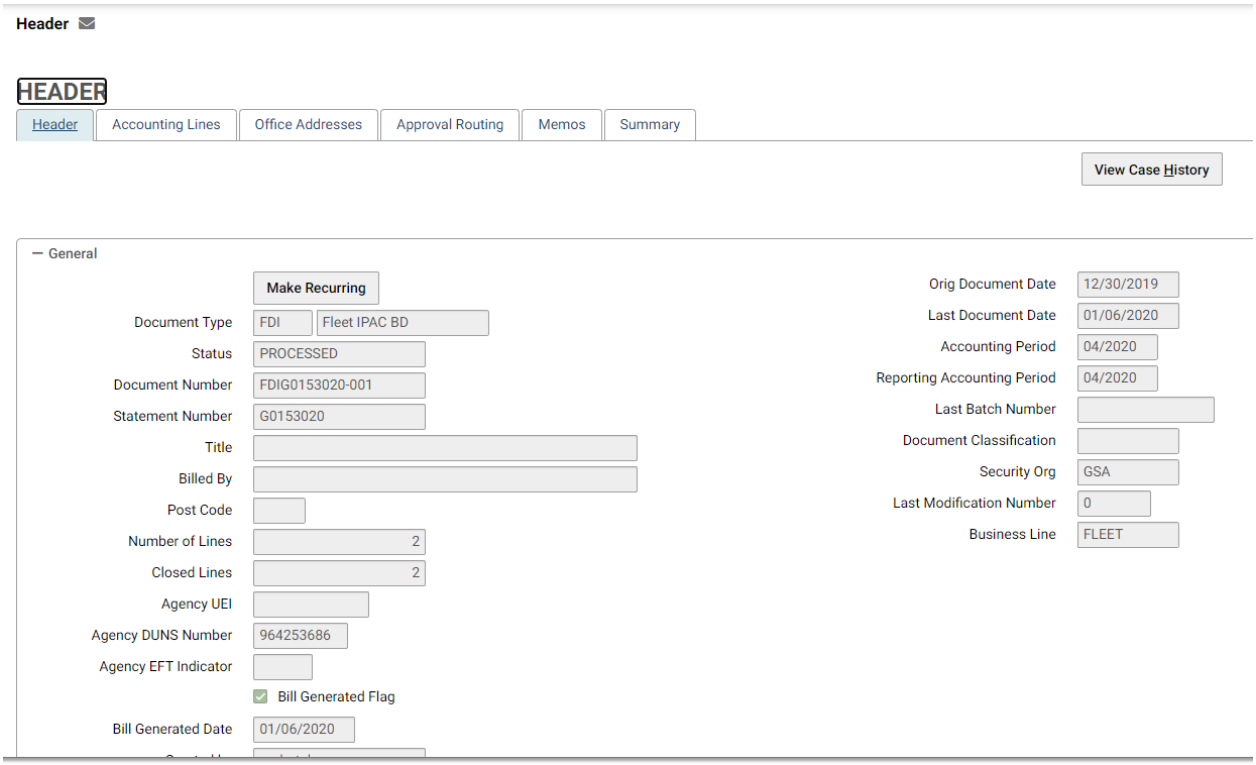
6. Select the **View Document** Button

Figure 28: View Document button



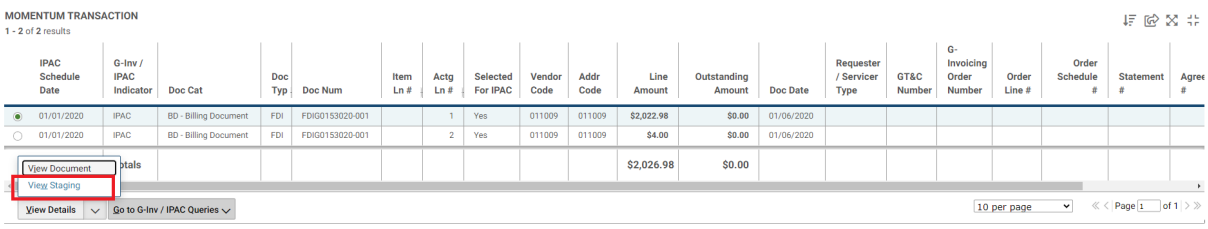
The document opens in a new window.

Figure 29: View Document



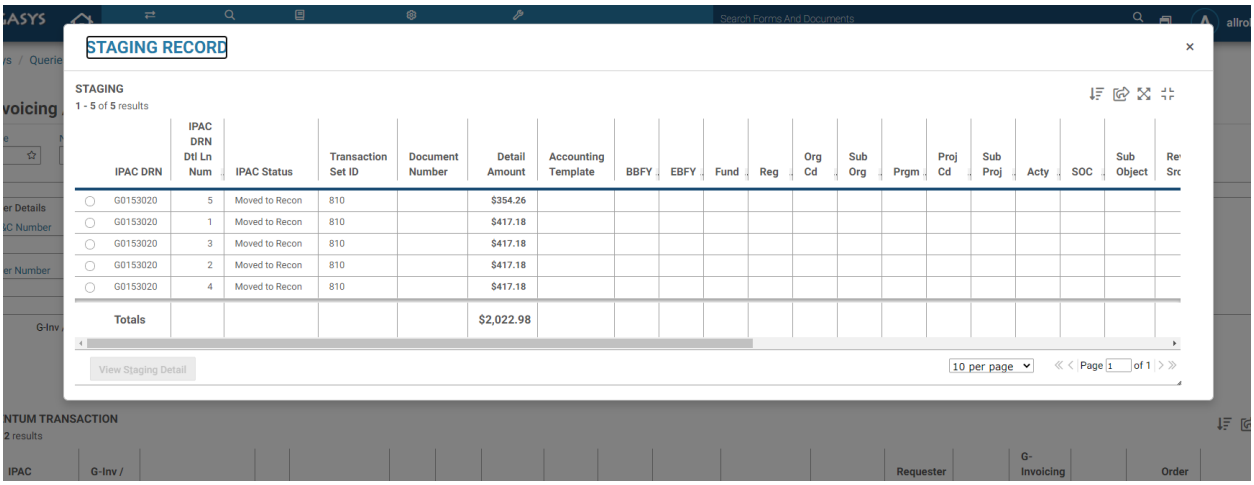
7. Return to the G-Invoicing/IPAC Outbound Query and select the **View Staging** button.

Figure 30: View Staging button



8. The Staging Record preview modal appears.

Figure 31: Staging Record Preview modal

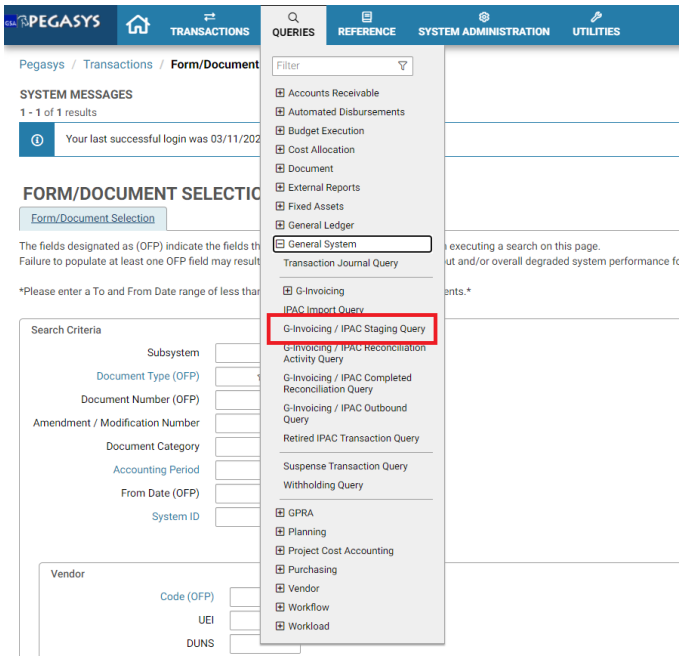


4.6.6 G-Invoicing/IPAC Staging Query

The G-Invoicing/IPAC Staging query allows the user to view the status of transactions sent to or received from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Batch processes.

Queries → General System → G-Invoicing/IPAC Staging Query.

Figure 32: Navigation to G-Invoicing/IPAC Staging Query



4.6.6.1 G-Invoicing/IPAC Staging Query Search Parameters and Results

IPAC Transactions can be queried by a variety of parameters, the basic search criteria are IPAC Document Reference Number (DRN), Outbound Document Type, Outbound Document Number, Import Run Number, Originating ALC, and Customer ALC. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Staging record.

Figure 33: G-Invoicing/IPAC Staging Query Basic Search Criteria

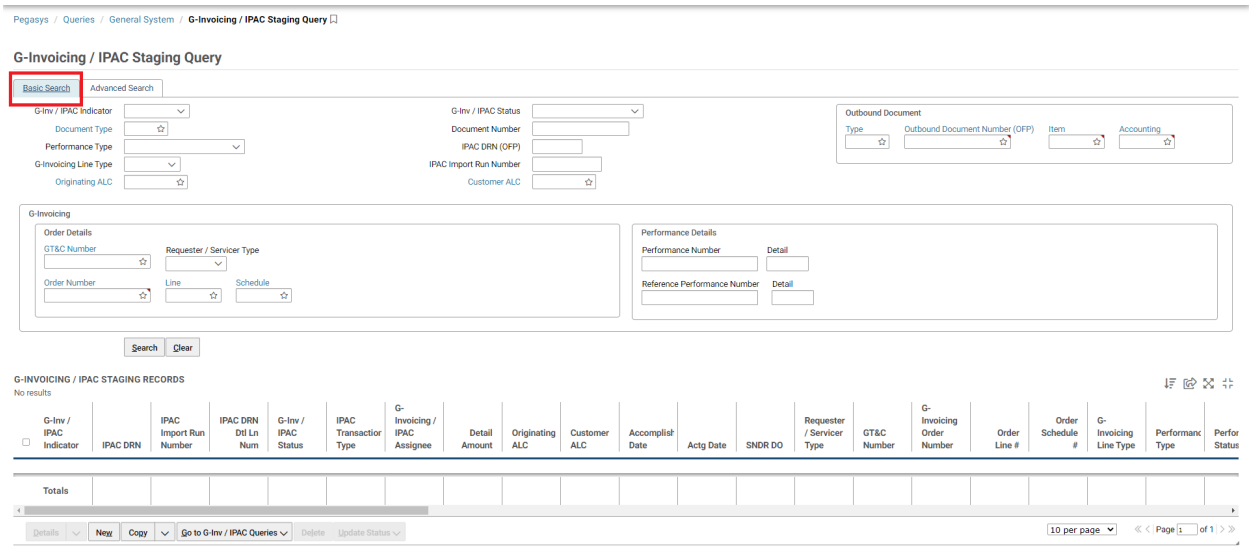
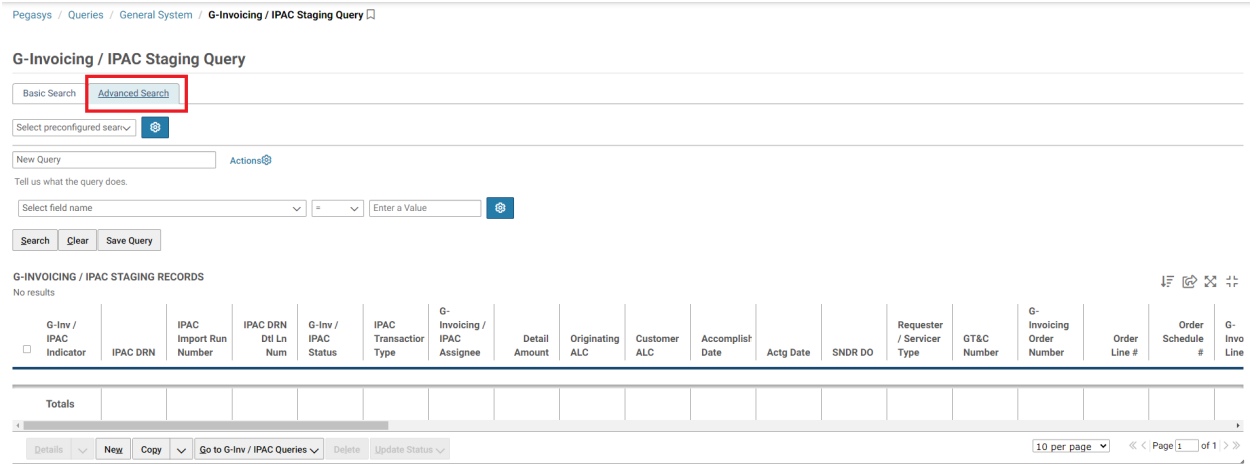


Figure 34: G-Invoicing/IPAC Staging Query Advanced Search Criteria



The Item Collection of the G-Invoicing/IPAC Staging Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, IPAC DRN, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Figure 35: G-Invoicing/IPAC Staging Query Item Collection

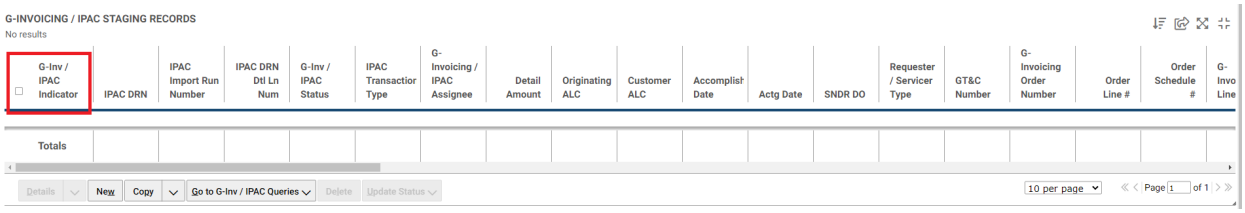
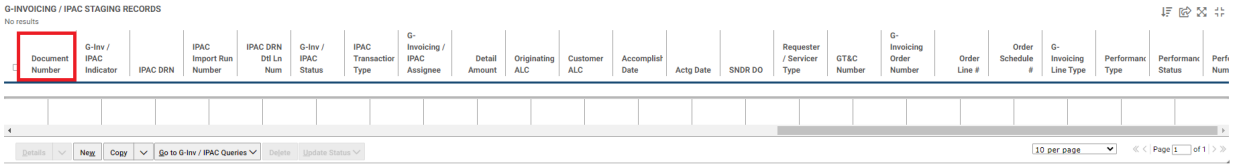


Figure 36: G-Invoicing/IPAC Staging Query Item Collection (User Altered)

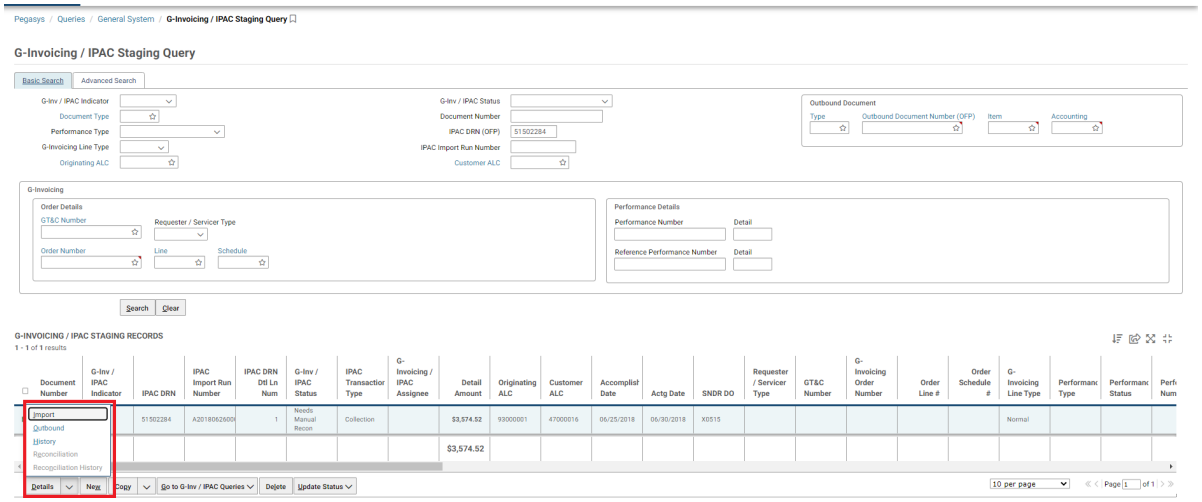


4.6.6.2 G-Invoicing/IPAC Staging Query Details

The G-Invoicing/IPAC Staging Query Details default button will show all the IPAC Staging Fields and allow modification of IPAC Detail Information. The Details dropdown button supports 5 different actions when selecting a record:

- The **Import** option will launch a Modal window to view if and where this IPAC Staging record has been through the IPAC Import batch process.
- The **Outbound** preview option will launch a Modal window to view if and where this IPAC Staging record came from a Pegasys Transaction that GSA/USDA initiated.
- The **Staging History** option will launch a Modal window to view if and how this IPAC Staging record has been changed.
- The **Reconciliation** preview option will launch a Modal window to view if and how this IPAC Staging record has been Reconciled.
- The **Reconciliation History** preview option will launch a Modal window to view if and how this IPAC Staging record has been changed in Reconciliation.

Figure 37: G-Invoicing/IPAC Staging Query Detail



4.6.6.3 Executing a Query using the G-Invoicing/IPAC Staging Query

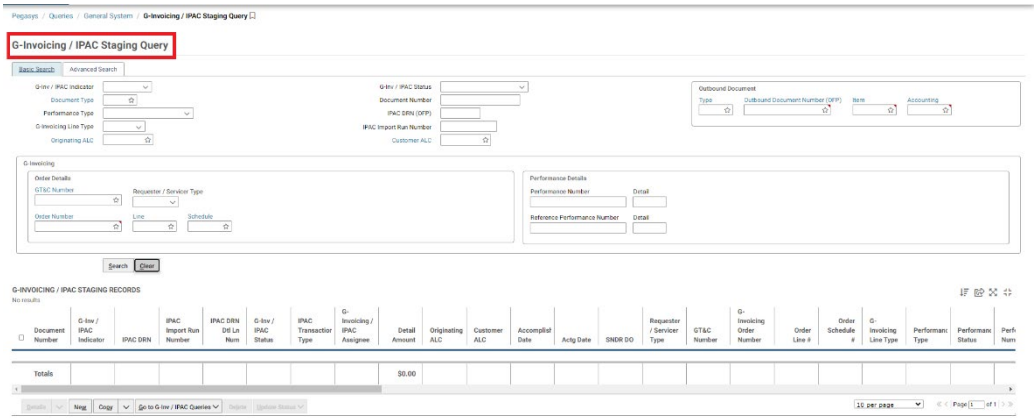
NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

Steps to Execute a Query Using IPAC Staging Query:

1. Navigate to Queries → General System → G-Invoicing/IPAC Staging Query

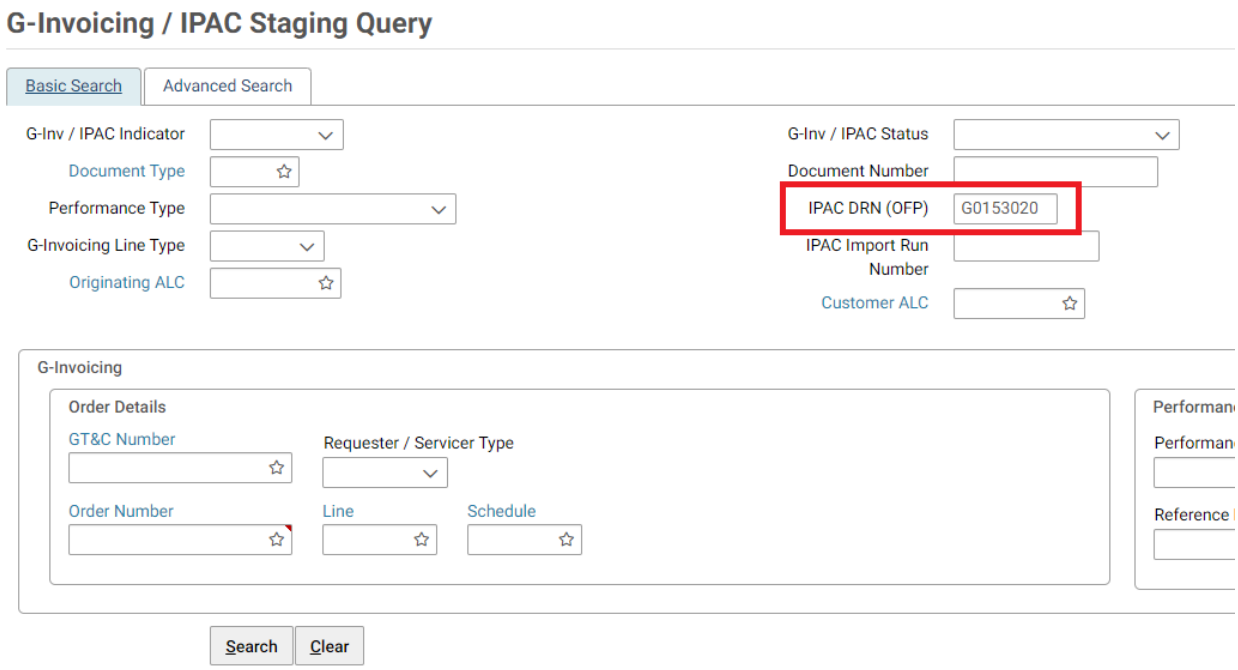
   The G-Invoicing/IPAC Staging Query page is displayed.

Figure 38: G-Invoicing/IPAC Staging Query - Executing a Query



2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **IPAC DRN** If known, enter the **Outbound Document Type,** and **Outbound Document Number**.

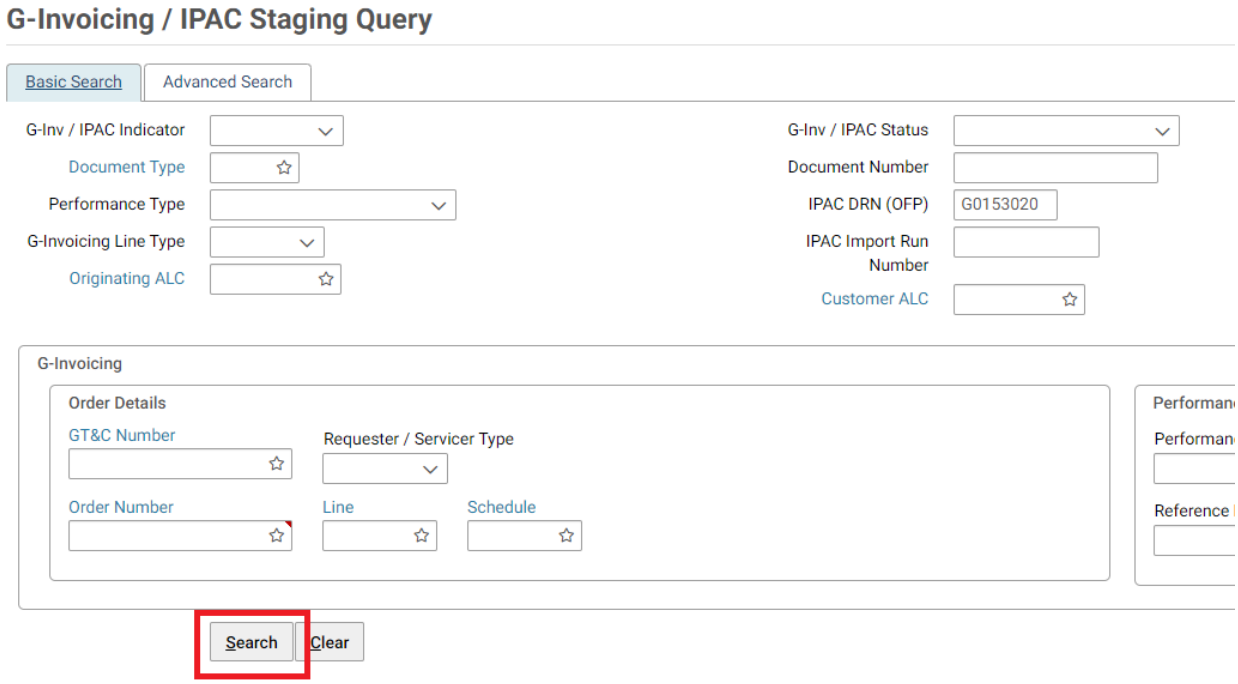
Figure 39: G-Invoicing/IPAC Staging Query IPAC DRN



NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

3. Select the Search button.

Figure 40: Search Button - Executing G-Invoicing/IPAC Staging Query



The results are returned in the Item Collection.

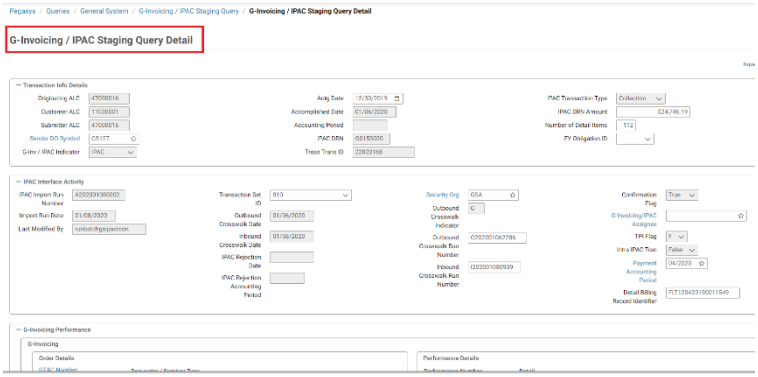
Figure 41: Item Collection – G-Invoicing/IPAC Staging Query

4. Select a detail record.
5. Select the **Details** default button.

Figure 42: Details Button – G-Invoicing/IPAC Staging Query

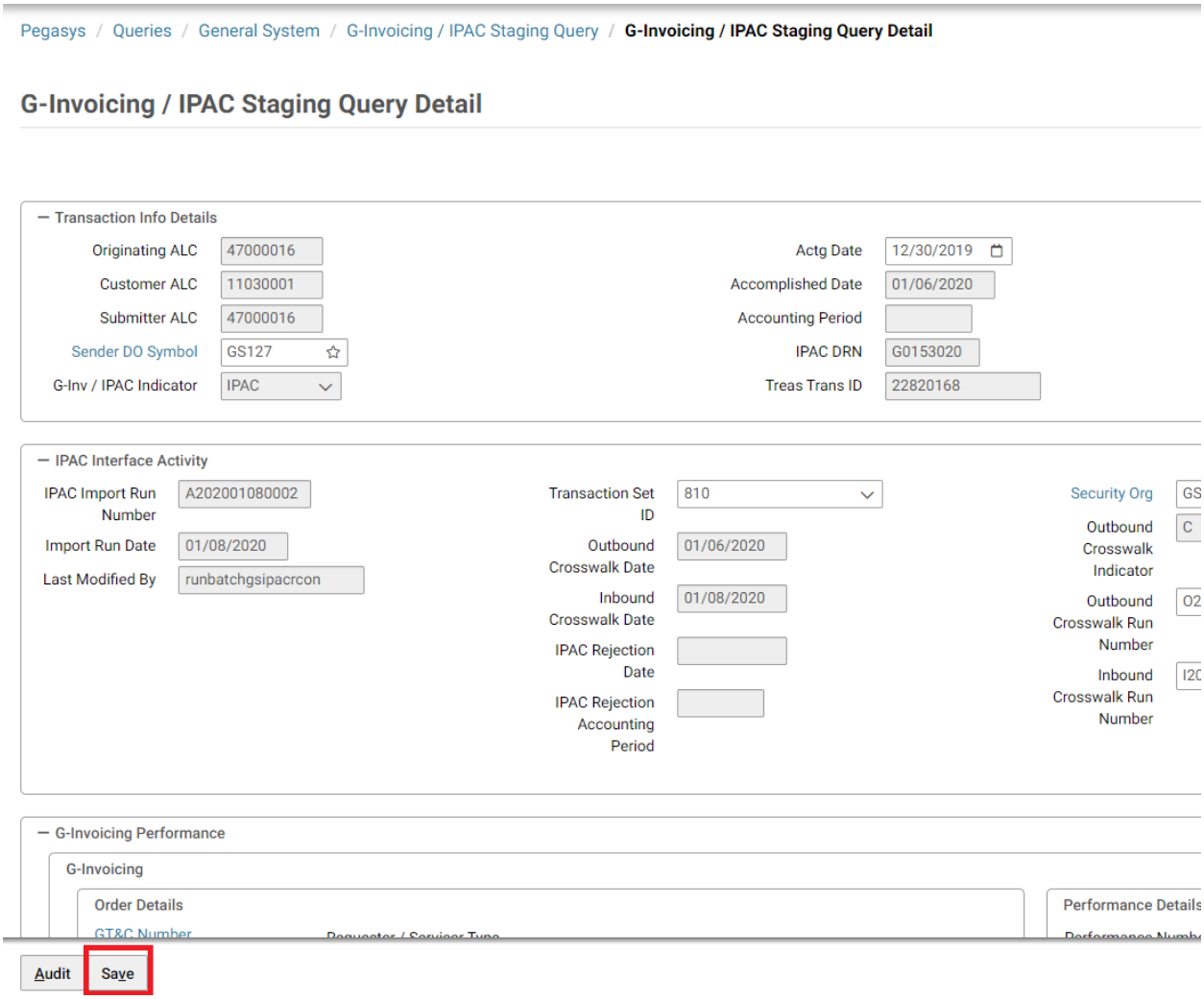
6. The G-Invoicing/IPAC Staging Query Detail Page is displayed.

Figure 43: G-Invoicing/IPAC Staging Query Detail - on IPAC Query Execution



7. **NOTE**: the IPAC Staging record can be modified on this page. If any modifications are made, the user should then select the Save button to save their changes.

Figure 44: Save Button – G-Invoicing/IPAC Staging Detail

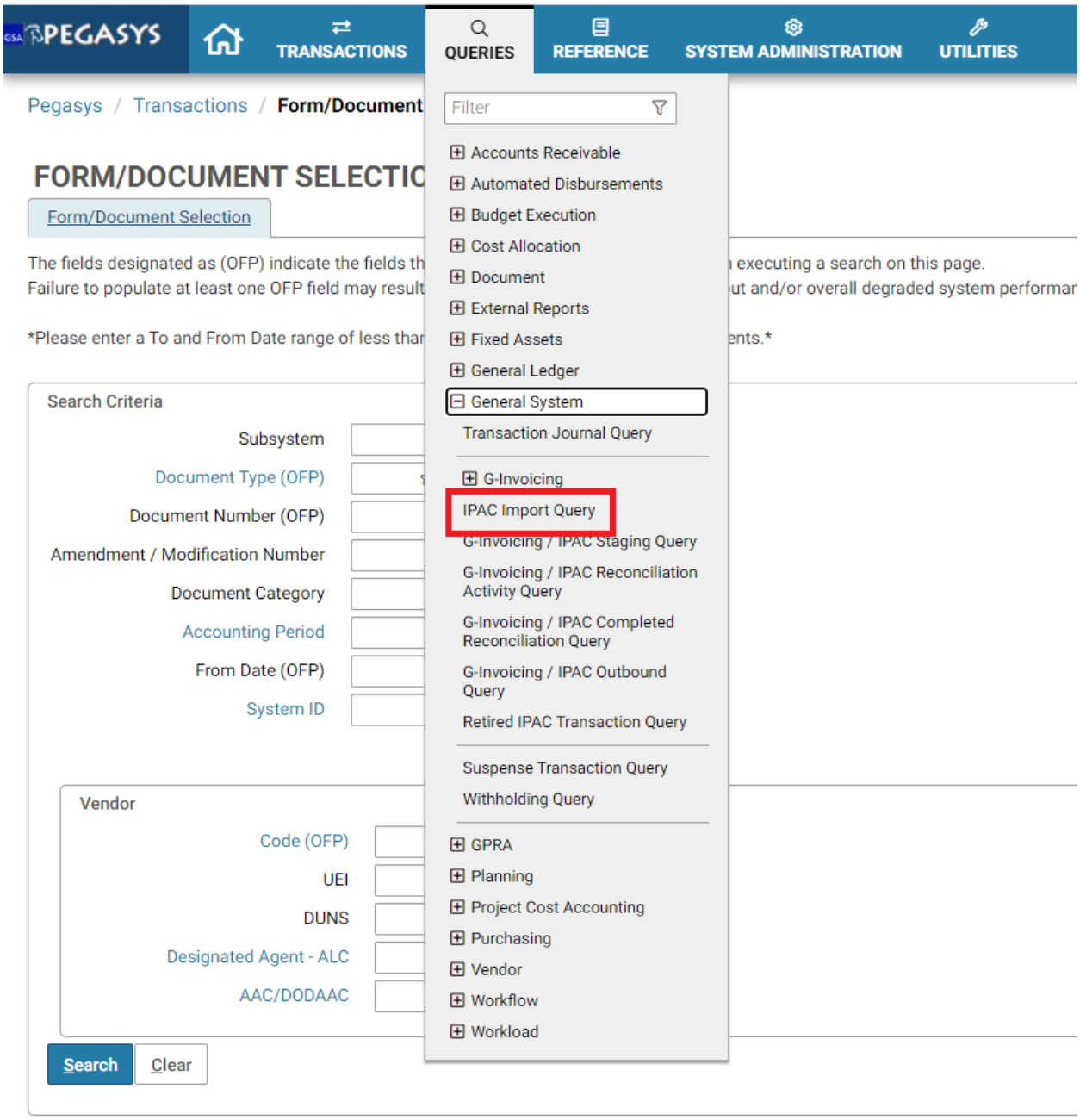


4.6.7 IPAC Import Query

The IPAC Import query allows the user to view transactions downloaded from the Intra-Governmental Payment and Collection (IPAC) System through the IPAC Import Batch Process (GSIPACIMP) and preserves the information that came from Treasury.

Queries → General System → IPAC Import Query.

Figure 45: Navigation to IPAC Import Query



4.6.7.1 IPAC Import Query Search Parameters and Results

The records can be queried by a variety of parameters, the basic search criteria are IPAC Document Reference Number (DRN), Import Run ALC, Import Run Number, Partition, Originating ALC, and Customer ALC. The query also supports Advanced Search to allow the customization of queries to search any value from the IPAC Import record.

Figure 46: IPAC Import Query Basic Search Criteria

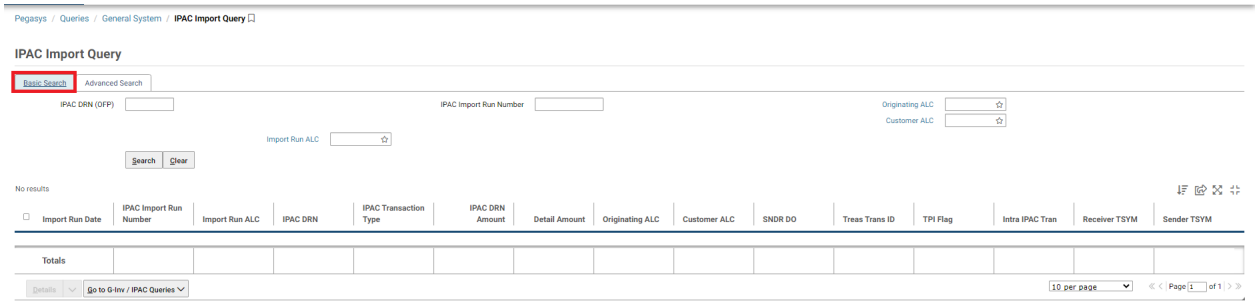
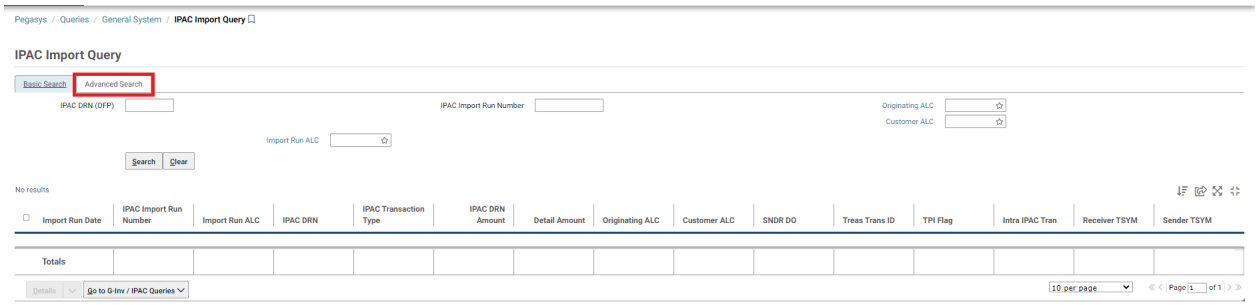


Figure 47: IPAC Import Query Advanced Search Criteria



The Item Collection of the IPAC Import Query is scrollable and has flexible columns. This means if the user needs to see a data element, for example, Import Run Number, first in the item collection they can drag the column and drop it in the correct placement. The user can also expand the columns similar to an Excel spreadsheet. The user can expand the item collection using the arrow symbol in the right corner of the screen. Once expanded, the user can scroll through the item collection fields and move fields around/expand column names.

Figure 48: IPAC Import Query Item Collection

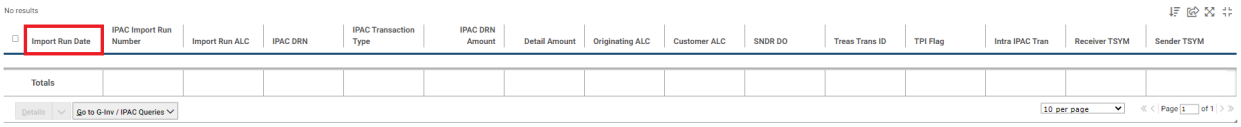
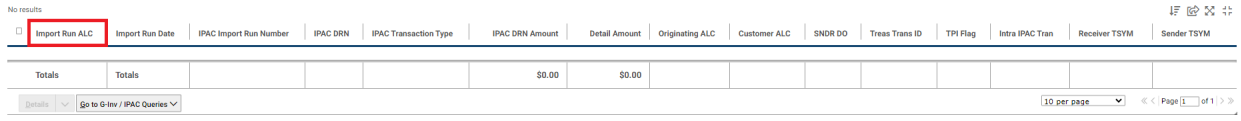


Figure 49: IPAC Import Query Item Collection (User Altered)



4.6.7.2 IPAC Import Query Details

The IPAC Import Query Details default button launches a Modal window to view the Treasury IPAC fields that came in from the IPAC Accomplishment File. The Details dropdown button supports 2 different actions when selecting a record:

- The **Import Details** option will add additional Pegasys IPAC details in addition to the Treasury IPAC information, such as Import Run Date, Import Run ALC, and Trading Partner Initiated flag that are set by the IPAC Import batch process.
- The **Staging** preview option will launch a Modal window to view if and where this IPAC Import record has been crosswalked.

Fields sent by IPAC on the Accomplishment file include:

Table 1: IPAC Fields

IPAC Field Name	Description
Transaction ID	Unique per IPAC Document Identifier in each file received from Treasury. It is a 16 character ID assigned to each transaction.
Submitter ALC	Submitter Agency Location Code - not commonly used and will usually be set to 0 on an incoming file.
Originating ALC	Originating Agency Location Code (ALC) - to identify reporting/accounting sources uniquely. The ALC sending the payment, collection, adjustment, or zero dollar transaction.
Customer ALC	Customer Agency Location Code (ALC) - the ALC that will receive the payment, collections, adjustment or zero dollar transaction.
Contact Name	Transaction Contact Name.
Contact Email Address	Transaction Contact Email Address.
Contact Phone Number	Transaction Contact Phone Number.
Summary Amount	Summary $ of all details.
Number of Detail Items	Total number of all detail lines.
Accomplished Date	For inter-agency transfer payments, the date the direct fund transfer actually occurred at Treasury.
Accounting Date	Date of the transaction in Pegasys. Normally the Accounting Date and the Accomplished date will be a few days apart.
Detail Line Number	This refers to the Accounting Line Number. If there are 10 accounting lines on one BD then these rows would be numbered 1-10. If there were 10 BD's with one accounting line each then all rows would be numbered with a 1 in this field.
Contract Number	Unique number used to identify a contract between two trading partners.

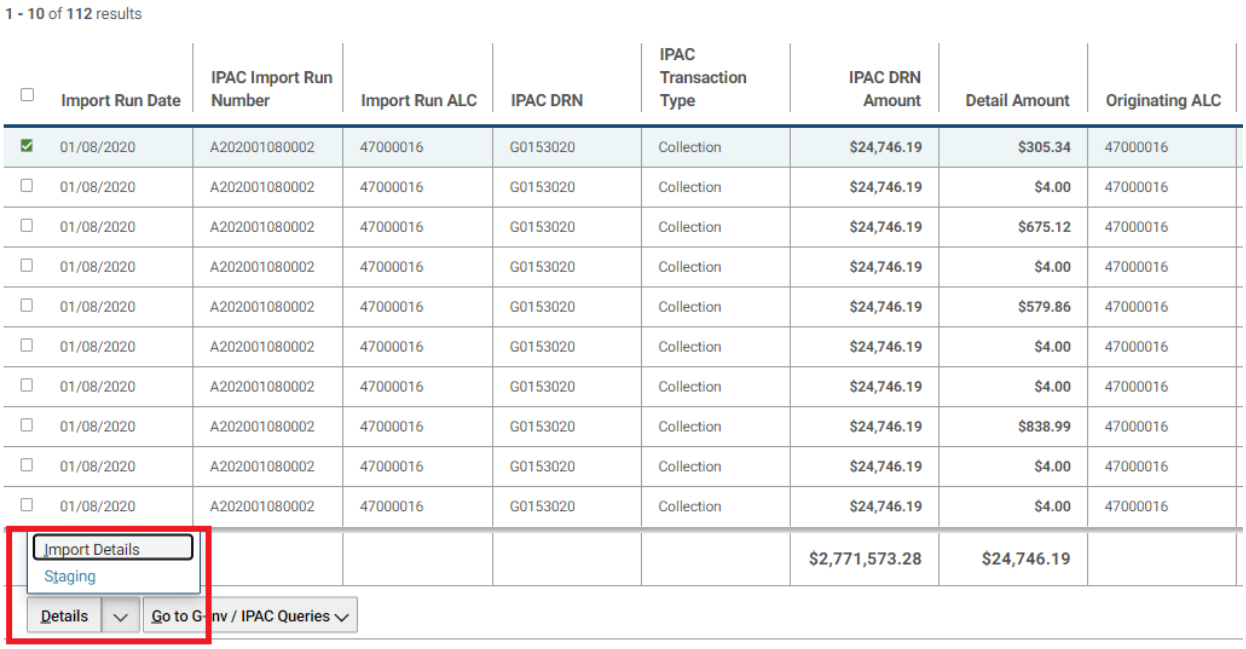
IPAC Field Name	Description
Purchase Order Number	Does not correspond to a Pegasys Field Name but will be populated. May be populated with the value 'not provided'.
CLIN	Contract Line Item Number.
Invoice Number	Identification number of the invoice sent by the biller listing the services rendered.
Requisition Number	Identifies a requisition between two trading partners. Identified by the person entering the transaction.
Quantity	The number of units to determine total price.
Unit of Issue	Units by which goods and services are measured. Common Values: • EA = each • DZ = dozen • BX = box • TN = ton • RO = roll
Unit Price	Price per unit of product, service, commodity, etc.
Detail Amount	Amount.
Pay Flag	Indicates whether the payment is Final or Partial. Valid Values: • F - Final • P - Partial
FY Obligation ID	• C - Current Fiscal Year obligation • P - Prior Fiscal Year obligation • Not Applicable
Receiver Treasury Account Symbol	Account Number assigned by Treasury to classify Agency Transactions.
Receiver BETC	Receiver Business Event Type Codes - field used to identify type of event that is recorded against a Treasury Acct Symbol (TAS) and to implement GWA business rules for the posting of events to the TAS.
Receiver DUNS	Receiver Data Universal Numbering System - unique identifier for individual business locations for federal vendors and federal customers.

IPAC Field Name	Description
Receiver EFT Indicator	Receiver Data Universal Numbering System+ 4 - an identifier that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.
Sender Treasury Account Symbol	The account number assigned by Treasury to classify Agency transactions.
Sender BETC	Sender Business Event Type Codes - field used to identify the type of event that is recorded against a TSYM and to implement GWA business rules for the posting of events to TAS.
Sender DUNS	Sender Data Universal Numbering System - unique identifier for individual business locations for federal vendors and federal customers.
Sender EFT Indicator	Sender Data Universal Numbering System+ 4 - an identifier that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers.
Receiver Department Code	2-digit number identifying the Federal Government Department.
Accounting Classification Code	Accounting Classification Code (ACL/CD) - the code/number that identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services.
ACRN	Accounting Classification Reference Number - identifies a line of accounting on a contract.
Job Project Number	Not a Pegasys Specific/Required field.
JAS Number	Combination of Job Order Number, Accounting Classification Record Number and Site - ID.
Fiscal Station Number	Subdivision of an Agency Location Code, an accounting station.
Obligating Document Number	The billing agency's internal accounting document associated with a specific bill or disbursement.
ACT Trace Number	Accounting Trace Number- user assigned identification number. Enables back end systems to match up transactions.
Description	Sufficient information to describe and support the transaction.
Miscellaneous Information	Additional miscellaneous transaction information.
Transaction Type	Will be C, P, or A based on whether the transaction being created is Collection, Payment, or Adjustment.

IPAC Field Name	Description
IPAC Document Reference Number	This is the IPAC Document Reference Number on the original Billing Documents Staging Record. The majority of the time, on an input file this will correspond the statement number of the original BD. **NOTE:** The IPAC Document Identifier field on a CB transaction will be newly created unique identifier for the transaction as IPAC Document Reference Numbers cannot be reused by Treasury's IPAC system.
Sender DO Symbol	Sender Disbursing Office (DO) Symbol - this is the Disbursing Office symbol of the agency initiating the transaction. For a Collection this will match the DO on the BD's Header. On an Adjustment, this may be the DO of the agency initiating the Chargeback.
DODACC	DoD Activity Address Code.
Transaction Contact	Not a Pegasys Specific/Required field.
Transaction Contact Phone	Not a Pegasys Specific/Required field.
Voucher Number	Used on Chargeback (CB) Files: Will typically match the IPAC Document Identifier field on the CB transaction. The IPAC Document Identifier field on a CB transaction will be newly created unique identifier for the transaction as IPAC Document Reference Numbers cannot be reused by Treasury's IPAC system.
Original DO Symbol	Original Disbursing Office (DO) Symbol - this is the DO symbol of the agency that initiated the original transaction. In the case of a Payment or Collection Adjustment this will be GSA's DO Symbol.
Original Accomplished Date	Used on Chargeback Files: Corresponds to the Accomplished Date on the Original Transaction (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment).
Original Accounting Date	Used on Chargeback Files: Corresponds to the Accounting Date on the Original Transaction (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment).
Original Document Reference Number	Used on Chargeback Files: Corresponds to the IPAC Document Reference Number on the Original Transaction's Article (on a BD or IP, dependent upon whether it is a collection adjustment or a payment adjustment). The majority of the time this will correspond to the Statement Number of the original transaction.

IPAC Field Name	Description
Original Transaction Type	Used on Chargeback Files: This will correspond to the Transaction type of the original BD or IP. Will be a C, P, or A based on whether the transaction being referenced was a Collection, Payment, or Adjustment.
Sender SGL Comment	Sender US Standard General Ledger Comment - Not a Pegasys Specific/Required field.
Receiver SGL Comment	Receiver US Standard General Ledger Comment - Not a Pegasys Specific/Required field.
SGL Number 1	United States Standard General Account Number.
SGL Sender/Receiver Flag 1	'S' = Sender SGL info and 'R' = Receiver SGL info
SGL Federal Flag 1	'F' = Federal flag or 'N'= Nonfederal flag
SGL Debit/Credit Flag 1	Credit/Debit Flag. (C or D)
SGL Amount 1 • ***SGL fields are repeated to allow for up to 16 fields to be mapped	Amount.

Figure 50: IPAC Import Query Detail Button



4.6.7.3 Executing a Query using the IPAC Import Query

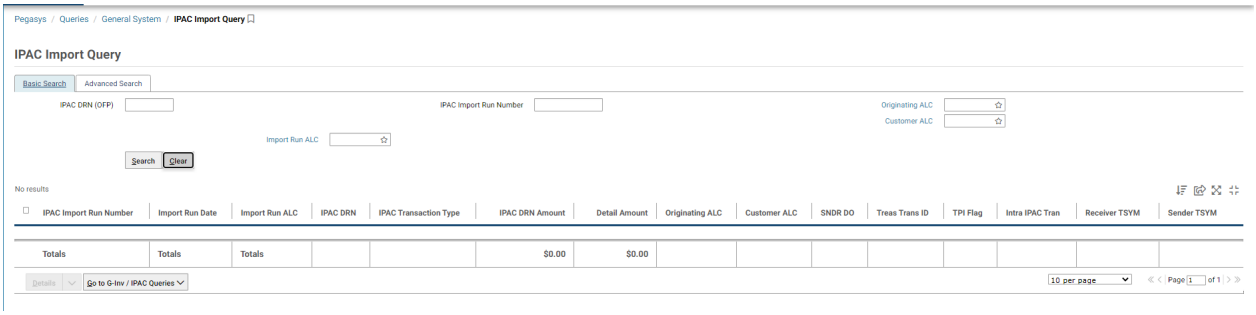
NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

Steps to Execute a Query Using IPAC Import Query:

1. Navigate to Queries → General System → IPAC Import Query

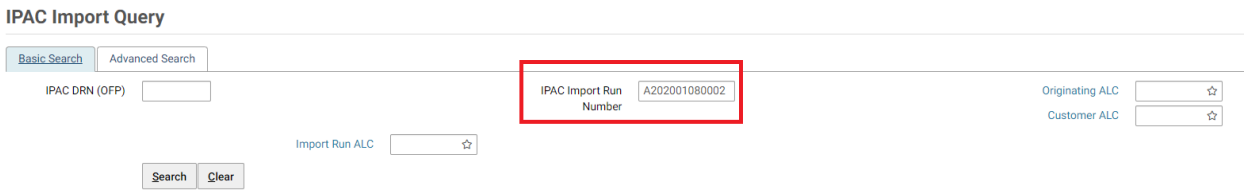
   The IPAC Import Query page is displayed.

Figure 51: IPAC Import Query



2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **Import Run Number** If known, enter the **IPAC DRN,** and **Import Run ALC**.

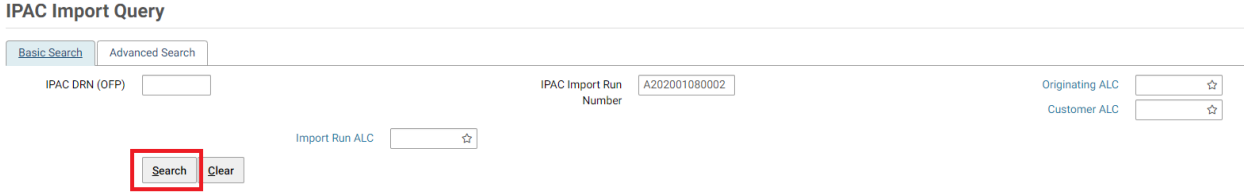
Figure 52: IPAC Import Query Import Run Number



NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

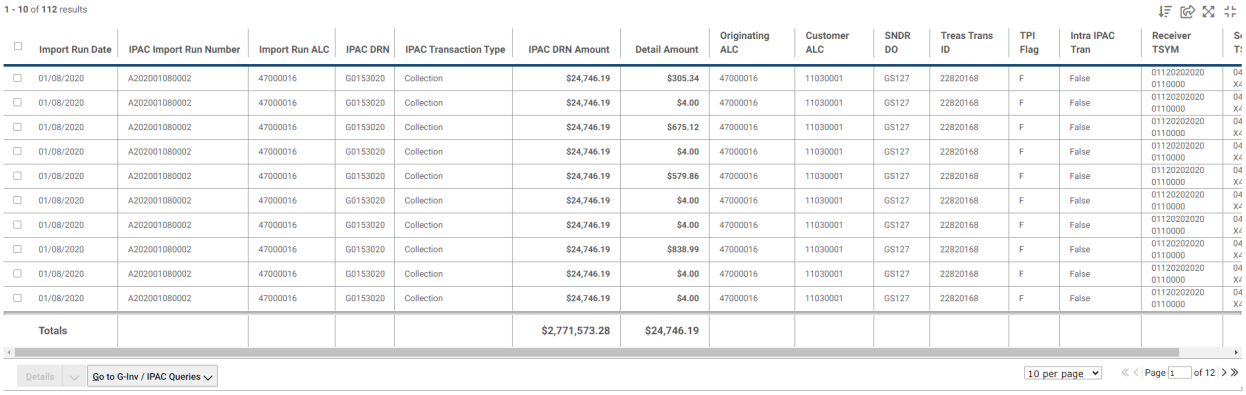
3. Select the **Search** button.

Figure 53: Search Button on IPAC Import Query



The results are returned in the Item Collection.

Figure 54: Item Collection Results on IPAC Import Query



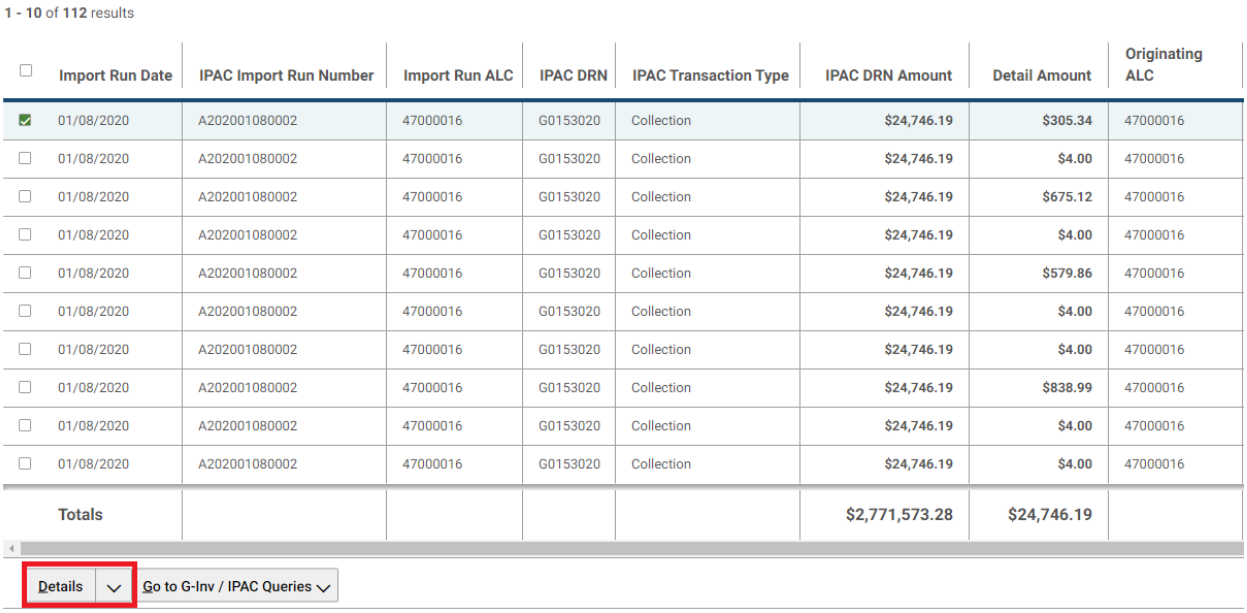
1 - 10 of 112 results

Import Run Date	IPAC Import Run Number	Import Run ALC	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC	Customer ALC	SNDR DO	Treas Trans ID	TPI Flag	Intra IPAC Tran	Receiver TSYM
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$305.34	47000016	11030001	GS127	22820168	F	False	01120202020 0110000
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$4.00	47000016	11030001	GS127	22820168	F	False	01120202020 0110000
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$675.12	47000016	11030001	GS127	22820168	F	False	01120202020 0110000
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$4.00	47000016	11030001	GS127	22820168	F	False	01120202020 0110000
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$579.86	47000016	11030001	GS127	22820168	F	False	01120202020 0110000
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$4.00	47000016	11030001	GS127	22820168	F	False	01120202020 0110000
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$4.00	47000016	11030001	GS127	22820168	F	False	01120202020 0110000
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$838.99	47000016	11030001	GS127	22820168	F	False	01120202020 0110000
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$4.00	47000016	11030001	GS127	22820168	F	False	01120202020 0110000
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$4.00	47000016	11030001	GS127	22820168	F	False	01120202020 0110000
Totals					$2,771,573.28	$24,746.19							

Details | Go to G-Inv / IPAC Queries | 10 per page | Page 1 of 12

4. Select a detail record.
5. Select the **Details** default button.

Figure 55: Details Button on IPAC Import Query



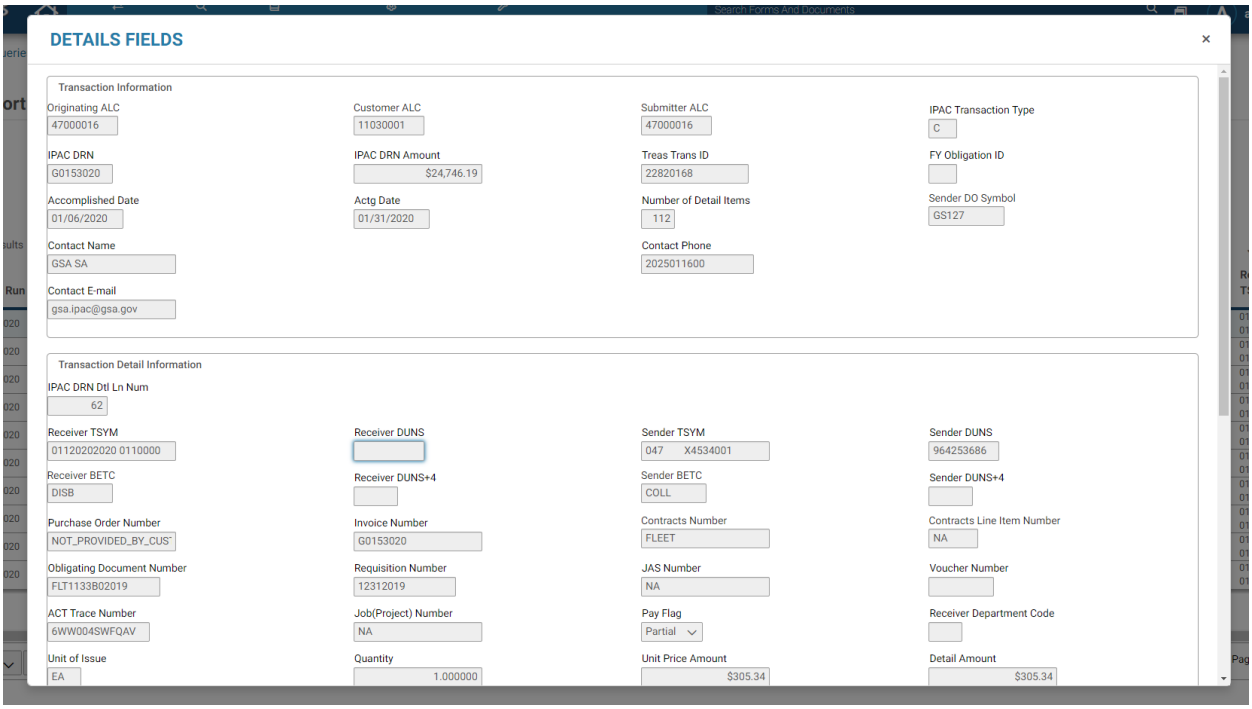
1 - 10 of 112 results

Import Run Date	IPAC Import Run Number	Import Run ALC	IPAC DRN	IPAC Transaction Type	IPAC DRN Amount	Detail Amount	Originating ALC
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$305.34	47000016
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$4.00	47000016
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$675.12	47000016
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$4.00	47000016
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$579.86	47000016
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$4.00	47000016
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$4.00	47000016
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$838.99	47000016
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$4.00	47000016
01/08/2020	A202001080002	47000016	G0153020	Collection	$24,746.19	$4.00	47000016
Totals					$2,771,573.28	$24,746.19	

Details | Go to G-Inv / IPAC Queries

The IPAC Import Query Detail Preview Modal is displayed.

Figure 56: IPAC Import Query Detail Preview modal

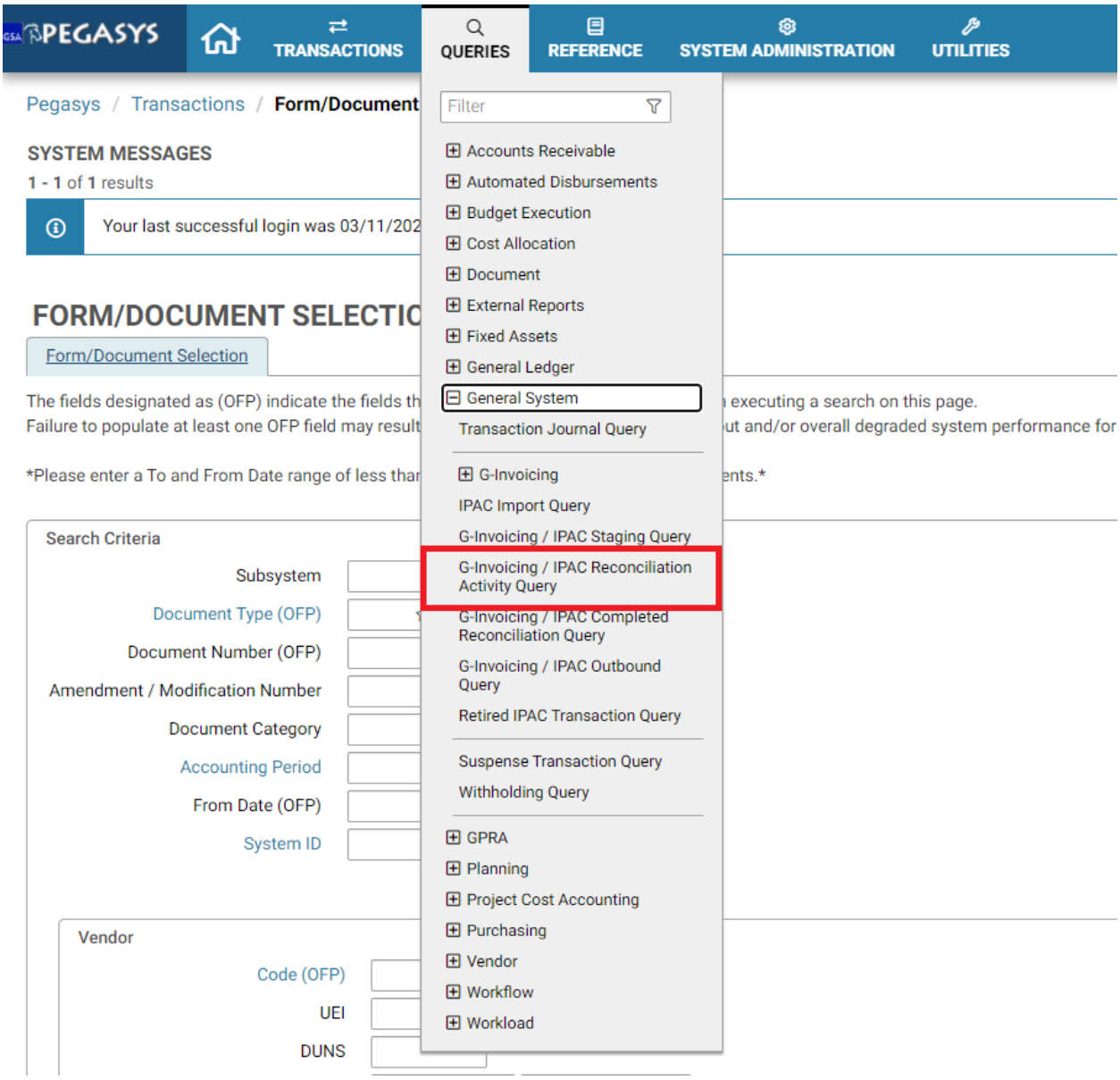


4.6.8 G-Invoicing/IPAC Reconciliation Activity Query

The G-Invoicing/IPAC Reconciliation Activity Query is used to review and reconcile the IPAC Details from Treasury to Pegasys Transactions. Within the query, users are able to reconcile, un-reconcile, review and add Correspondence to the records.

Queries → General System → G-Invoicing/IPAC Reconciliation Activity Query.

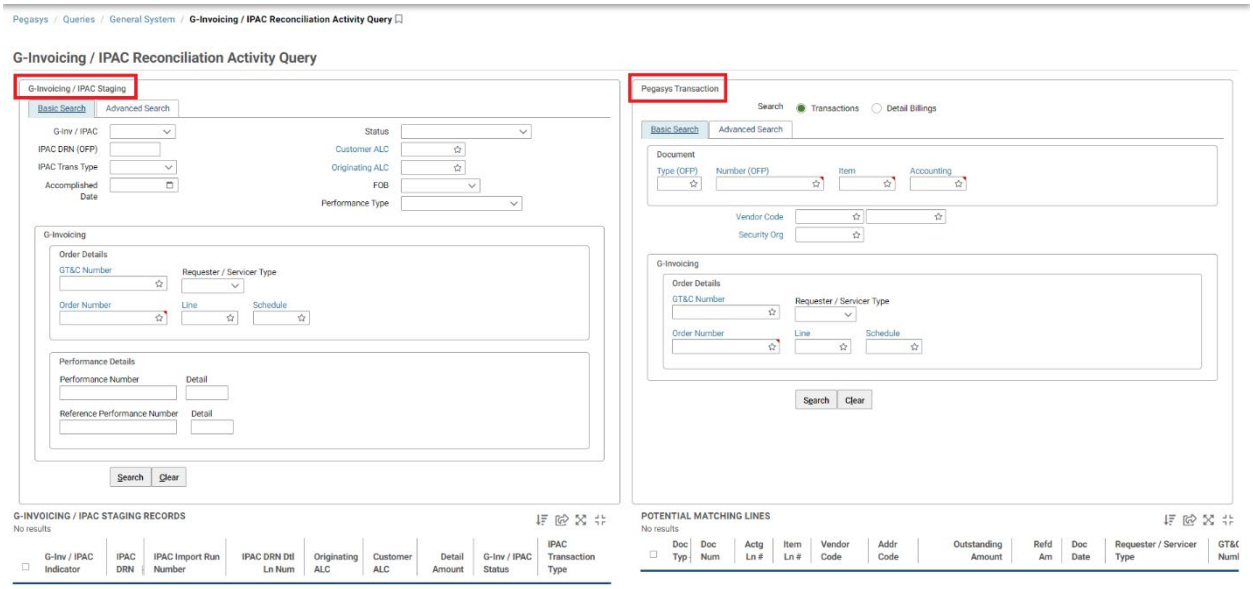
Figure 57: Navigation to G-Invoicing/IPAC Reconciliation Activity Query



4.6.8.1 G-Invoicing/IPAC Reconciliation Activity Query Search Parameters and Results

The G-Invoicing/IPAC Reconciliation Activity Query has two sides: G-Invoicing/IPAC Staging and Pegasys Transaction. The records can be queried by searching G-Invoicing/IPAC Staging records and then searching for Pegasys Transaction Lines to reconcile or compare. The query also supports Advanced Search to allow the customization of queries to search any value from the G-Invoicing/IPAC Staging record.

Figure 58: G-Invoicing/IPAC Reconciliation Activity Query Search Criteria



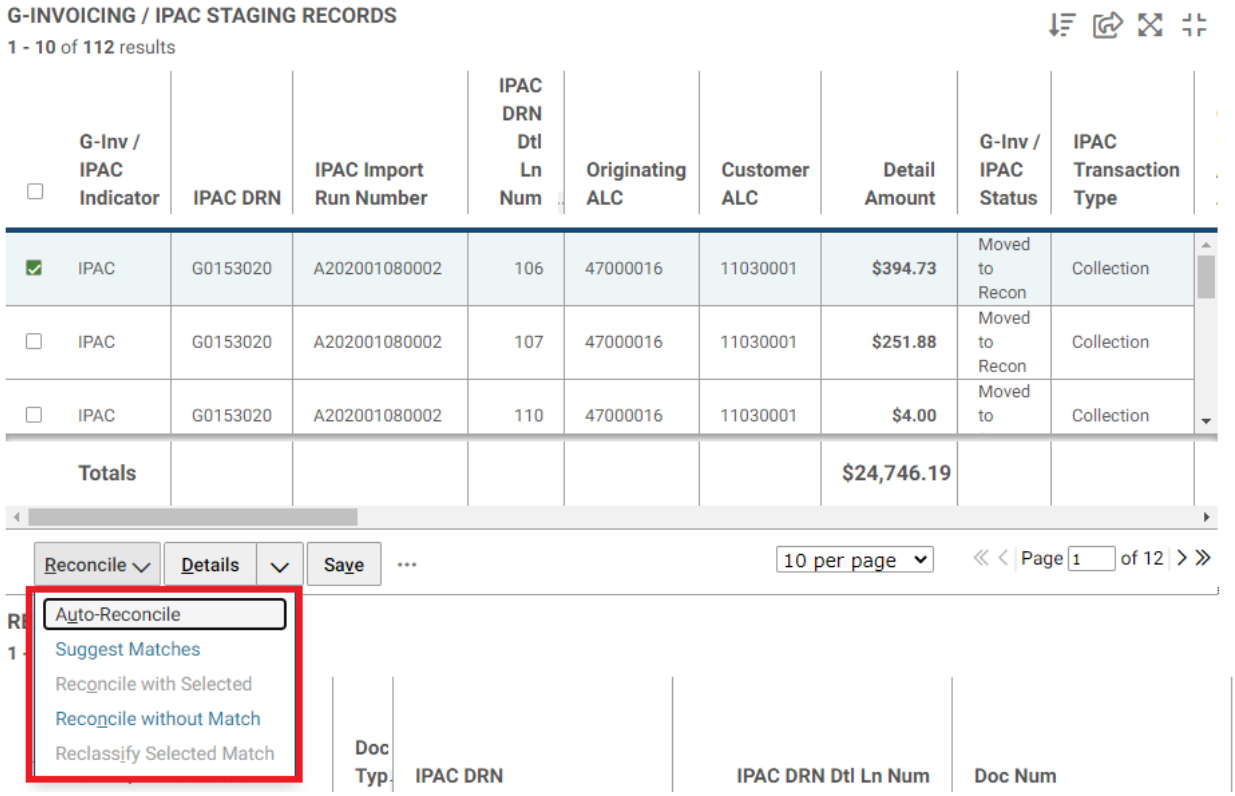
4.6.8.2 G-Invoicing/IPAC Reconciliation Activity Query Details

The G-Invoicing/IPAC Reconciliation Activity Query is used to review and reconcile the G-Invoicing/IPAC Details from Treasury to Pegasys Transactions. The G-Invoicing / IPAC Staging side supports several Reconcile and Detail actions when selecting a record. The Pegasys Transaction side allows the search of Transaction Lines to match IPAC details from the G-Invoicing/IPAC Staging side.

G-Invoicing/IPAC Staging Reconcile actions:

- **Auto-Reconcile** - Pegasys will attempt to locate matches for the IPAC Staging Record and perform reconciliation.
- **Suggest Matches** - Pegasys will refresh the Pegasys Transaction side and locate all records that meet the matching criteria for the IPAC Staging record selected.
- **Reconcile with Selected** - Pegasys will create an IPAC Reconciliation Record for the match.
- **Reconcile without Match** - Pegasys will create an IPAC Reconciliation Record for the transaction.
- **Reclassify Selected Match** - Pegasys will determine if the IPAC Staging's Receiver Treasury Symbol/BETC is equal to the selected lines Treasury Symbol/BETC.

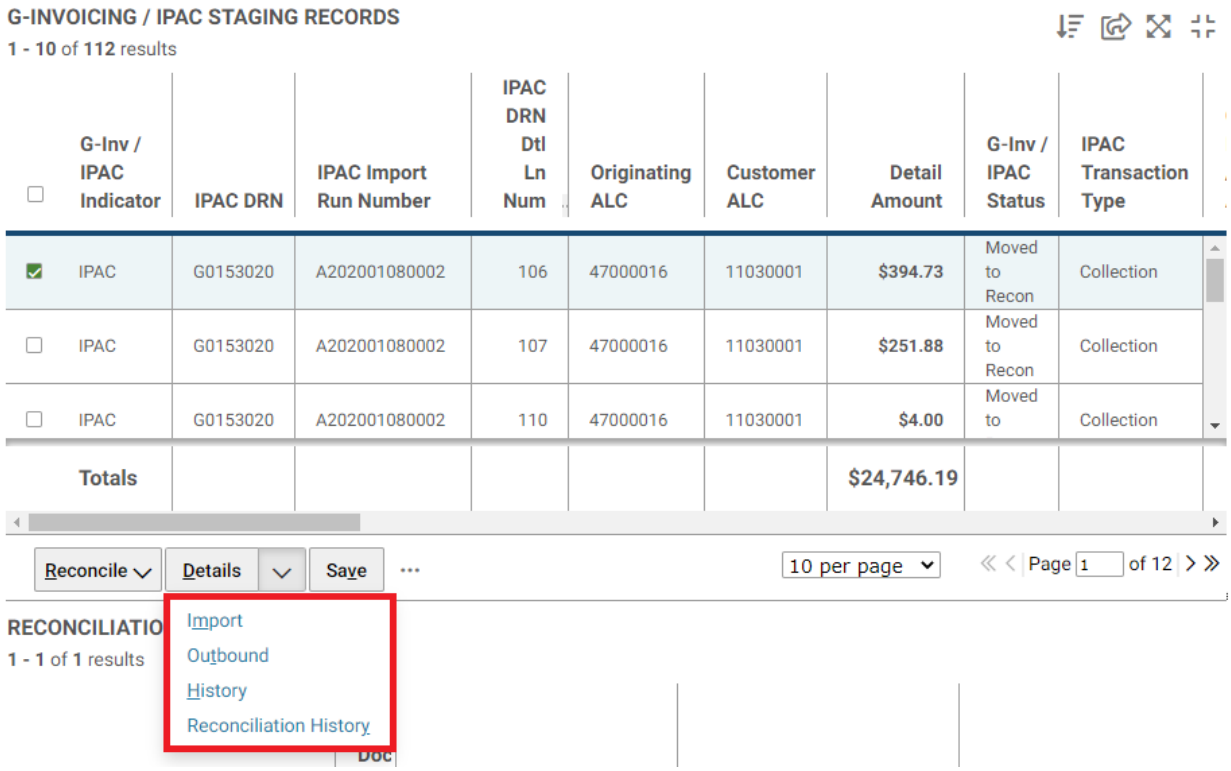
Figure 59: G-Invoicing/IPAC Staging Reconcile Actions



G-Invoicing/IPAC Staging Detail actions:

- The **Details** default button will show all the G-Invoicing/IPAC Staging Fields and allow modification of IPAC Detail Information.
- The **Import** option will launch a Modal window to view if and where this G-Invoicing/IPAC Staging record has been through the IPAC Import batch process.
- The **Outbound** preview option will launch a Modal window to view if and where this G-Invoicing/IPAC Staging record came from a Pegasys Transaction that GSA/USDA initiated.
- The **Staging History** option will launch a Modal window to view if and how this G-Invoicing/IPAC Staging record has been changed.
- The **Reconciliation History** preview option will launch a Modal window to view if and how this G-Invoicing/IPAC Staging record has been changed in Reconciliation.

Figure 60: G-Invoicing/IPAC Staging Details Actions



4.6.8.3 Executing a Query using the G-Invoicing/IPAC Reconciliation Activity Query

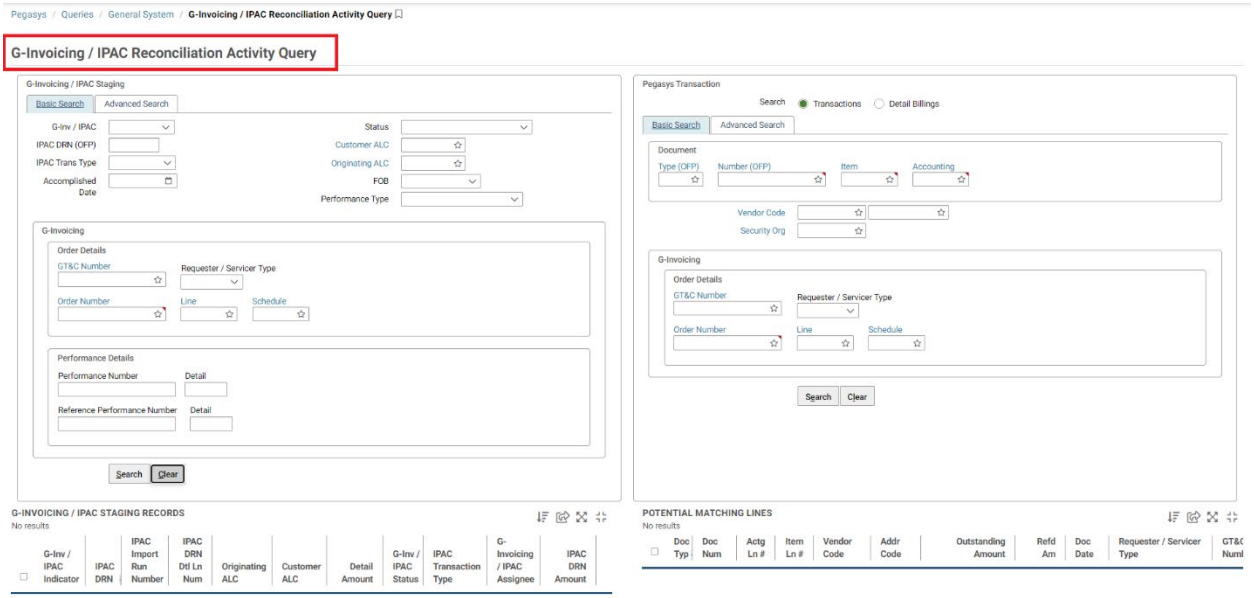
NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

Steps to Execute a Query Using G-Invoicing/IPAC Reconciliation Activity Query:

1. Navigate to Queries → General System → G-Invoicing/IPAC Reconciliation Activity Query

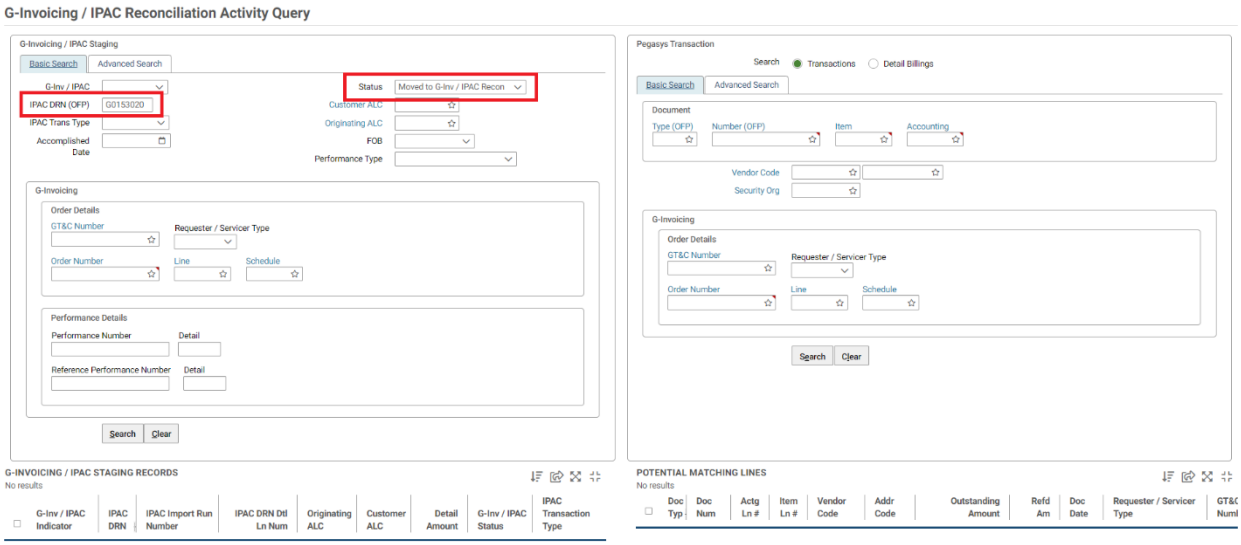
   The G-Invoicing/IPAC Reconciliation Activity Query page is displayed.

Figure 61: G-Invoicing/IPAC Reconciliation Activity Query



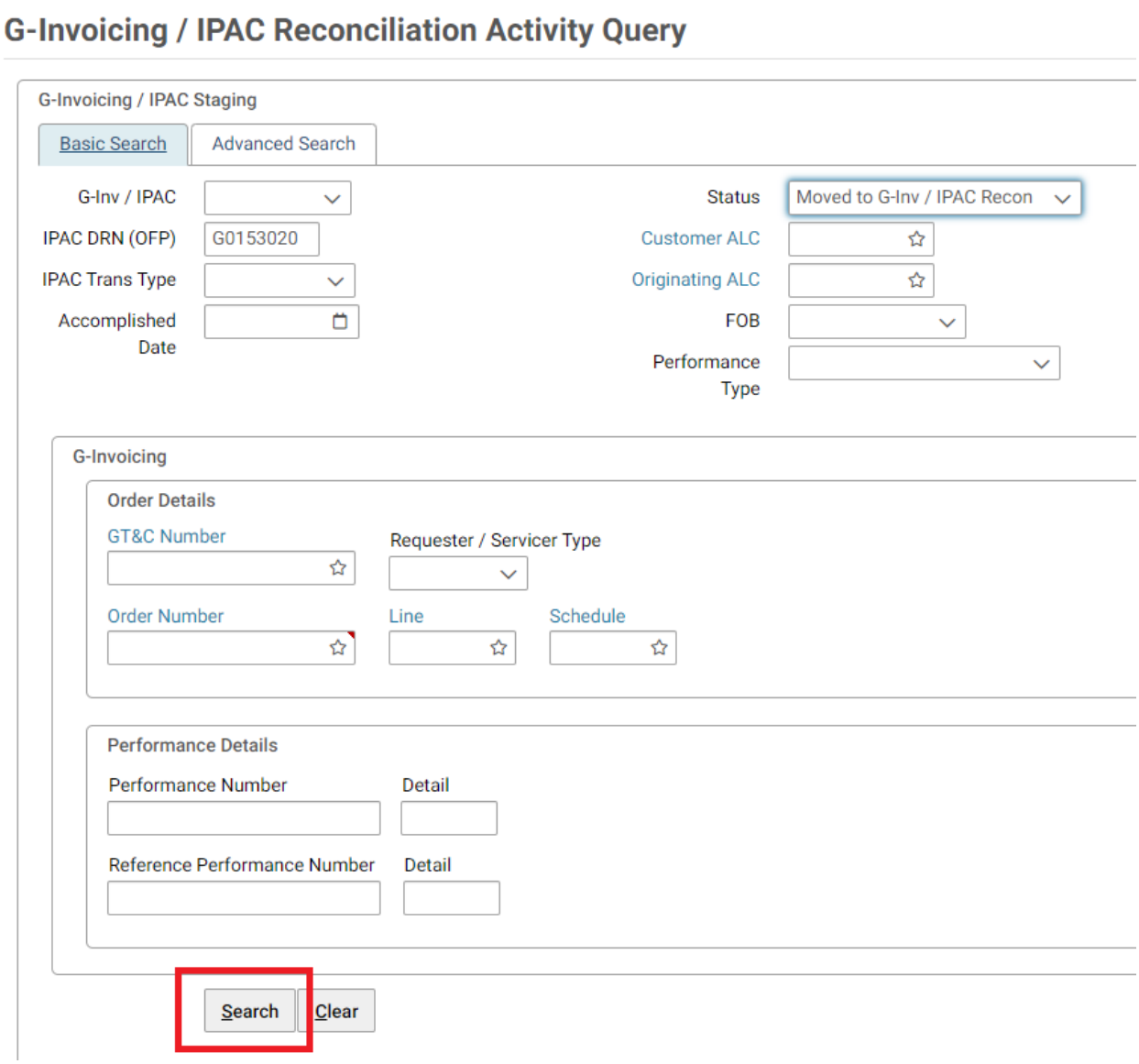
2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **IPAC DRN on the G-Invoicing/IPAC Staging Side.** If known, select the appropriate IPAC Status.

Figure 62: G-Invoicing/IPAC Reconciliation Activity Query IPAC Staging - IPAC DRN



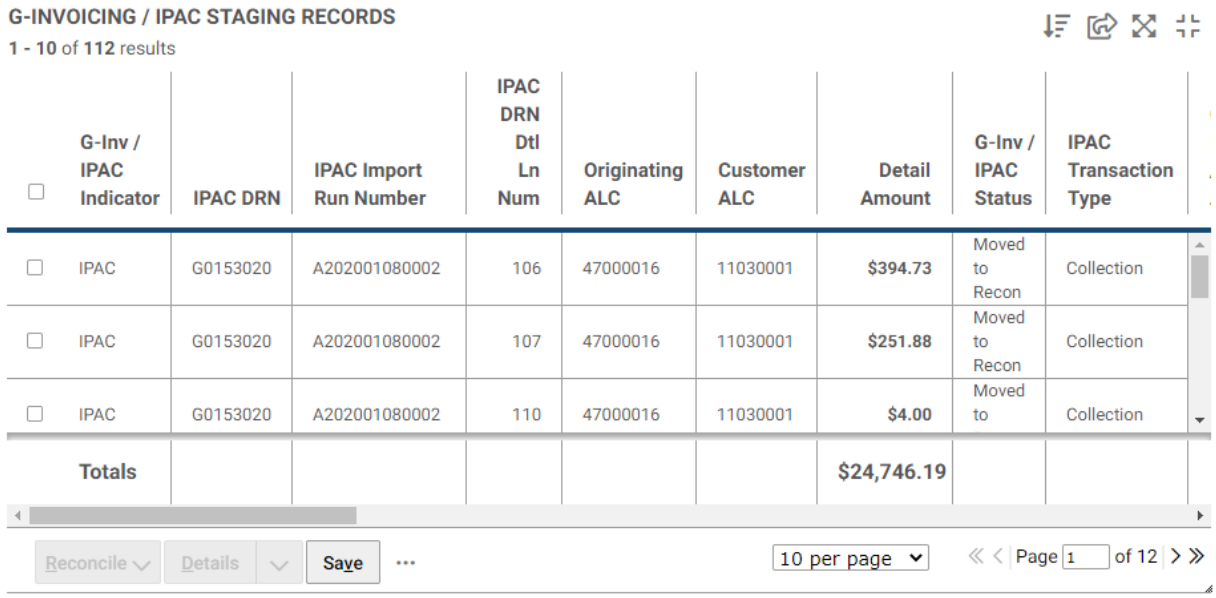
3. Select the **Search** button.

Figure 63: Search Button on G-Invoicing/IPAC Reconciliation Activity Query



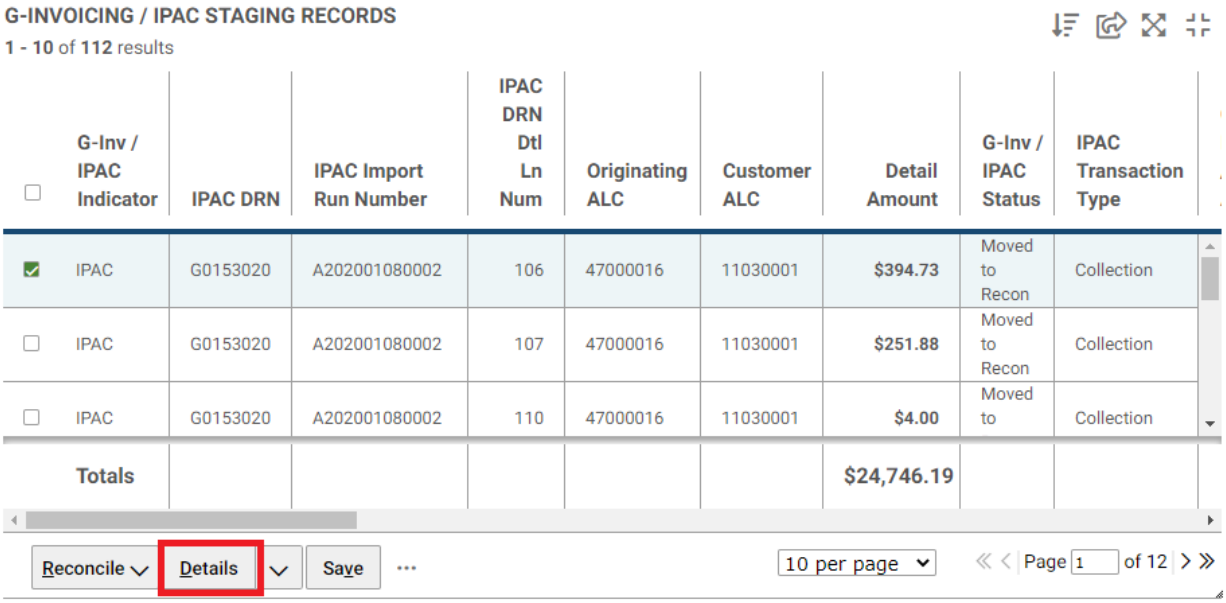
The results are returned in the G-Invoicing/IPAC Staging Item Collection.

Figure 64: Item Collection Area on G-Invoicing/IPAC Reconciliation Activity Query



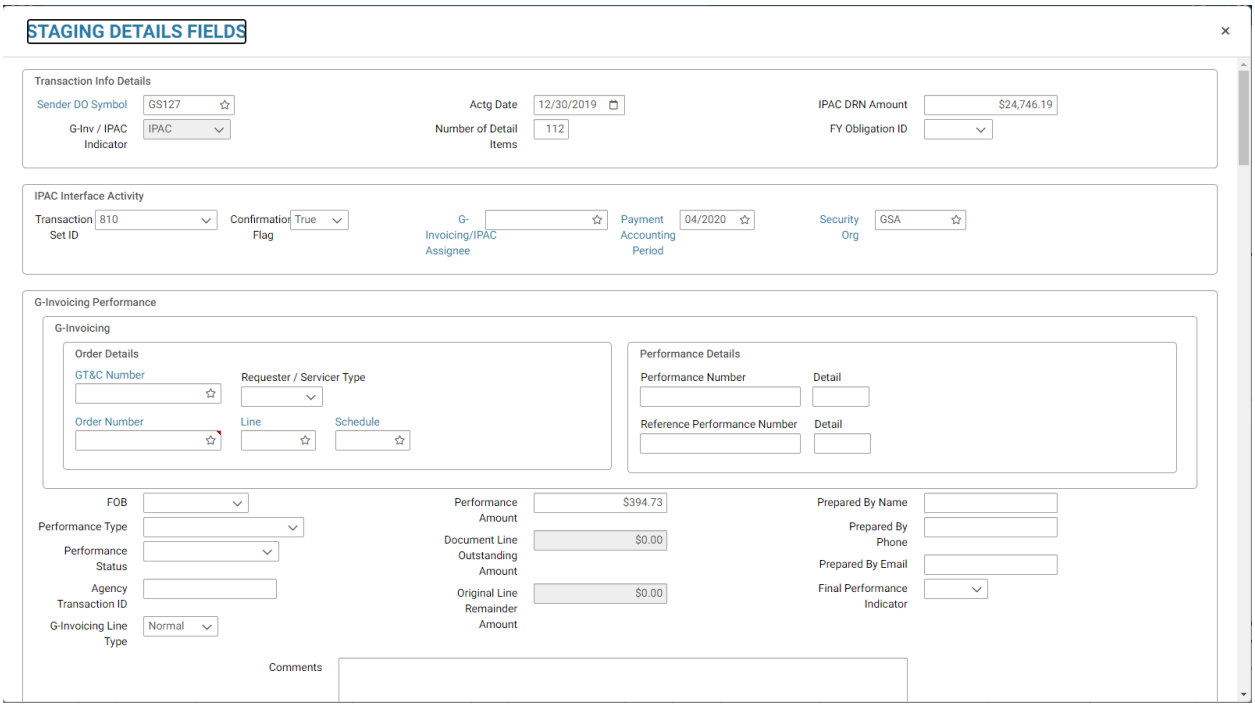
4. Select a returned record.
5. Select the **Details** default button.

Figure 65: Details Button on G-Invoicing/IPAC Reconciliation Activity Query



The G-Invoicing/IPAC Staging Details Page is displayed.

Figure 66: G-Invoicing/IPAC Staging Detail Fields



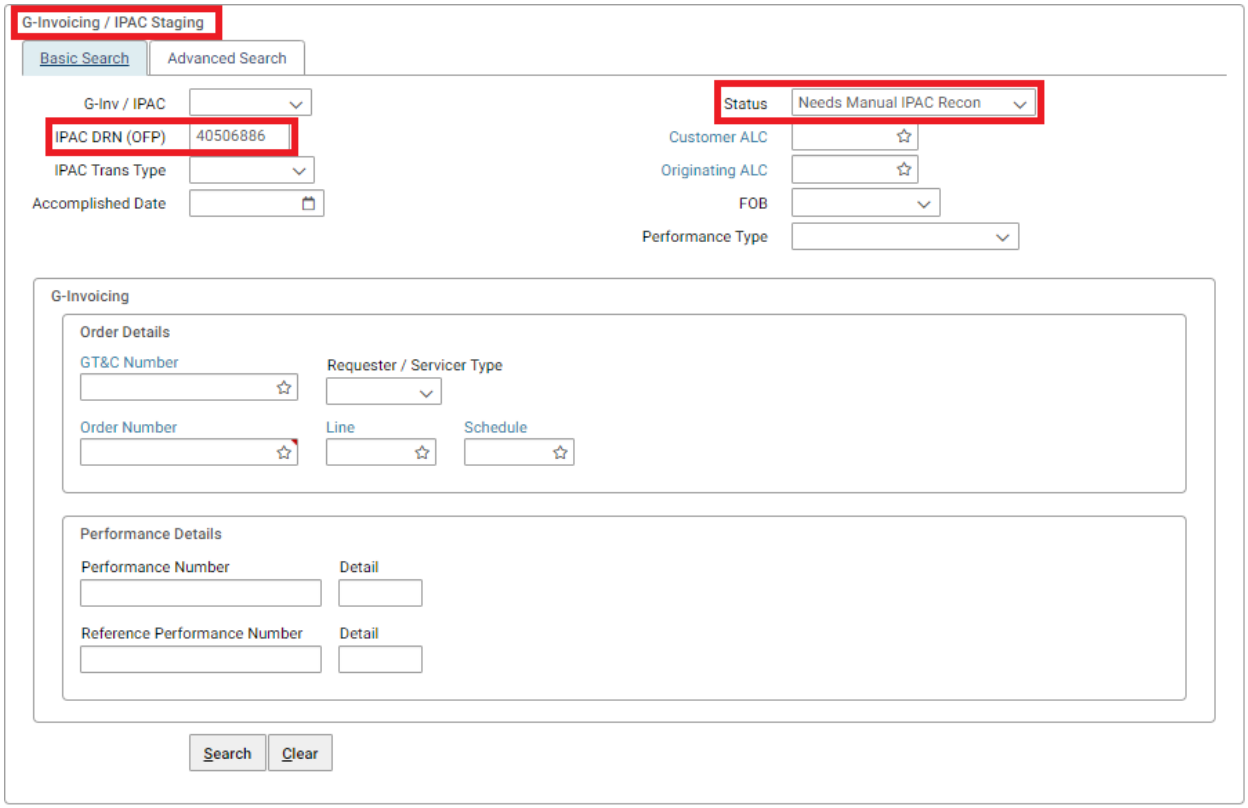
4.6.8.4 Manual Reconciliation

The G-Invoicing/IPAC Reconciliation Activity Query is used to review and reconcile the G-Invoicing/IPAC Details from Treasury to Pegasys Transactions. The G-Invoicing/IPAC Staging side supports several Reconcile and Detail actions when selecting a record. The Pegasys Transaction side allows the search of Transaction Lines to match IPAC details from the G-Invoicing/IPAC Staging side.

Steps to Manually Reconcile Using G-Invoicing/IPAC Reconciliation Activity Query using Reconcile with Selected:

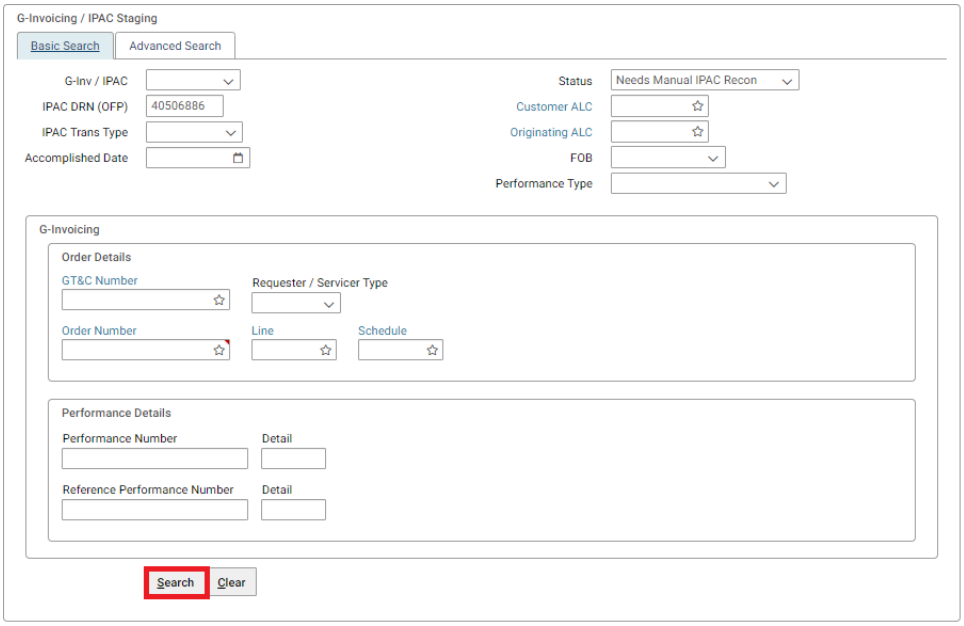
1. On the G-Invoicing/IPAC Staging Side, select the **IPAC Status** "Needs Manual IPAC Recon" and enter the **IPAC DRN**.

Figure 67: G-Invoicing/IPAC Staging Side Search on G-Invoicing/IPAC Reconciliation Activity Query



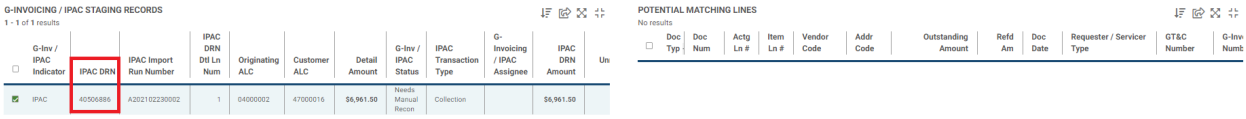
2. Select the Search button.

Figure 68: Search Button on G-Invoicing/IPAC Staging Area of the G-Invoicing/IPAC Reconciliation Activity Query



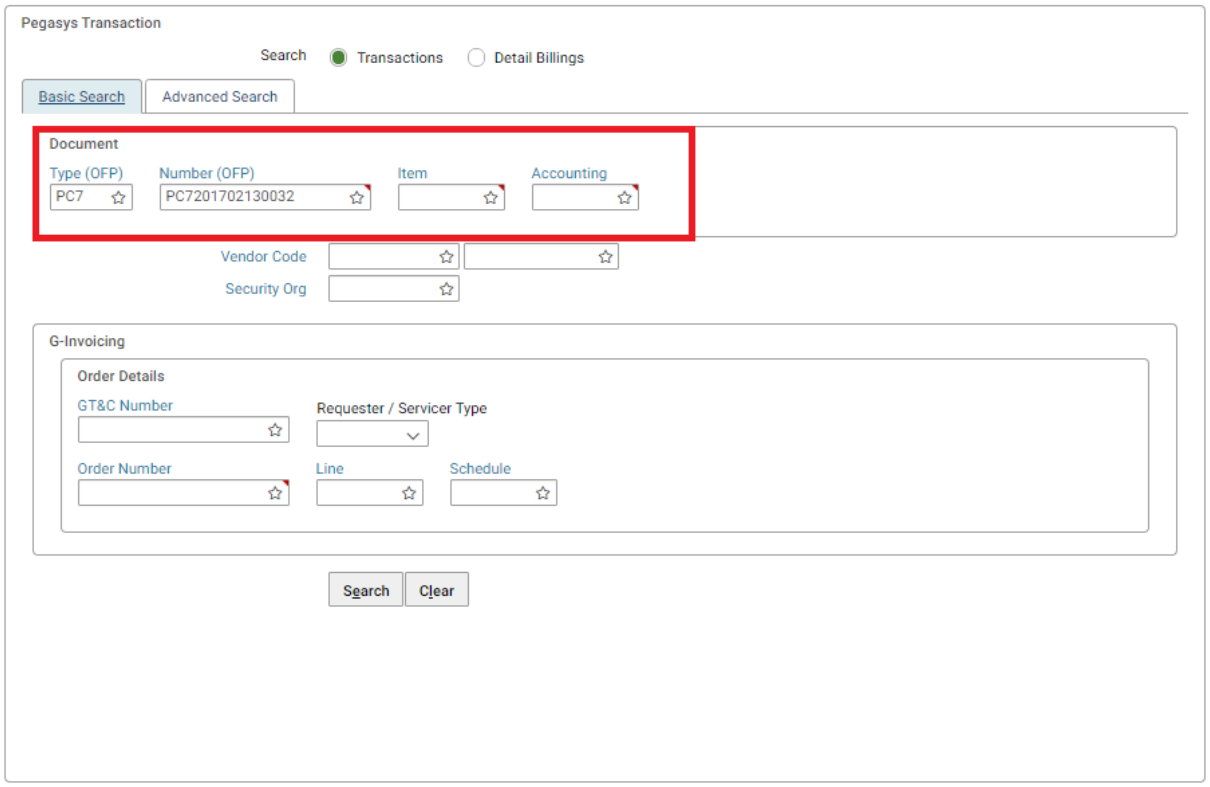
The results are returned in the G-Invoicing/IPAC Staging Item Collection.

Figure 69: Item Collection for the G-Invoicing / IPAC Staging Area



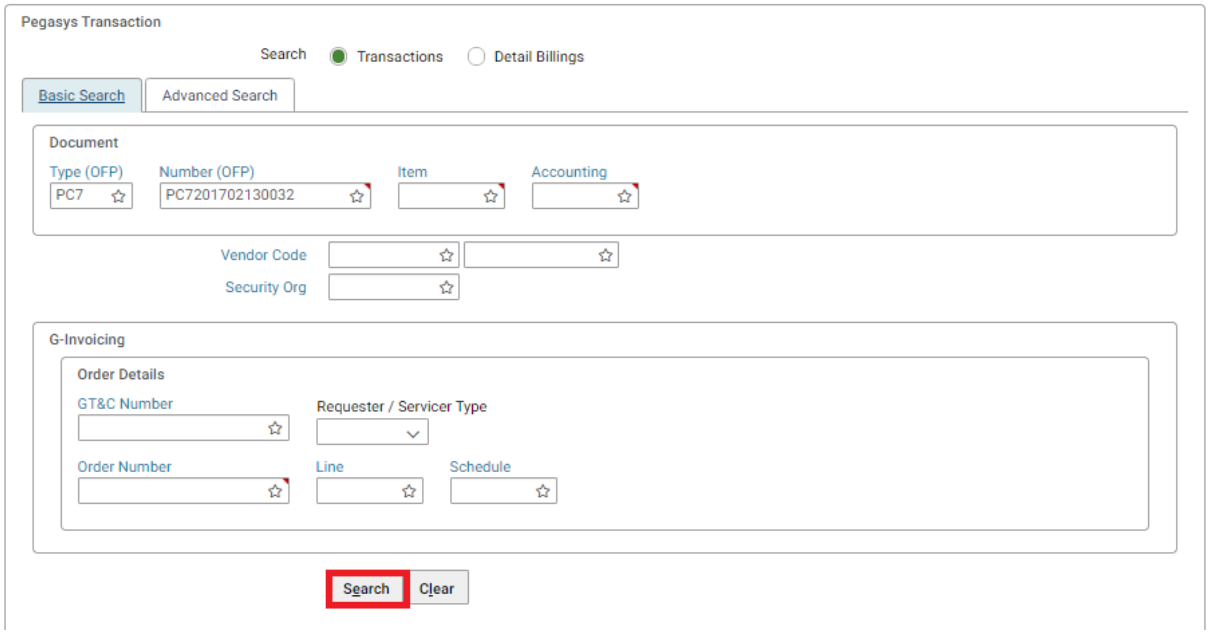
3. On the Pegasys Transaction Side, enter the Document Number and Document Type of the document you want to match this transaction to.

Figure 70: Pegasys Transaction Side - Document Field



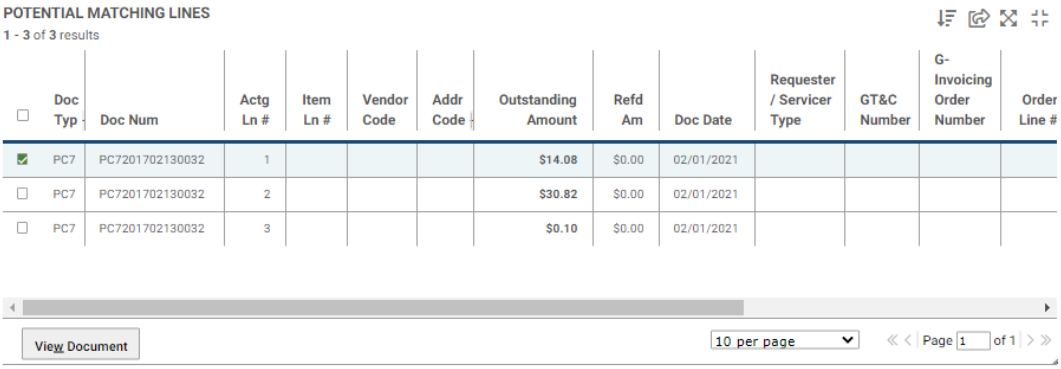
4. Select the **Search** button.

Figure 71: Search Button on Pegasys Transaction Side



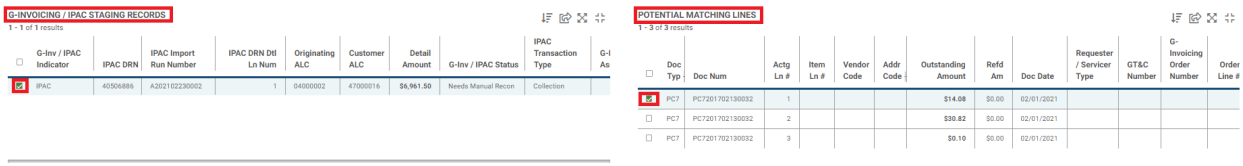
The results are returned in the Pegasys Transaction Item Collection.

Figure 72: Item Collection for the Pegasys Transaction Side



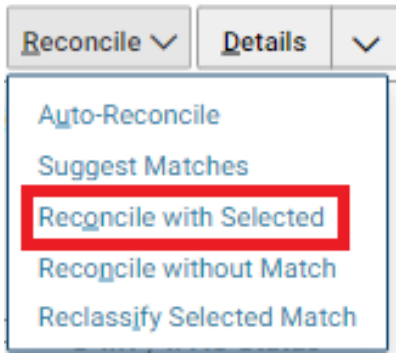
5. Select the G-Invoicing/IPAC Staging Record on the left, and the Pegasys Document on the right.

Figure 73: G-Invoicing/IPAC Staging Records and Pegasys Document



6. Select the Reconcile Dropdown and select **Reconcile with Selected.**

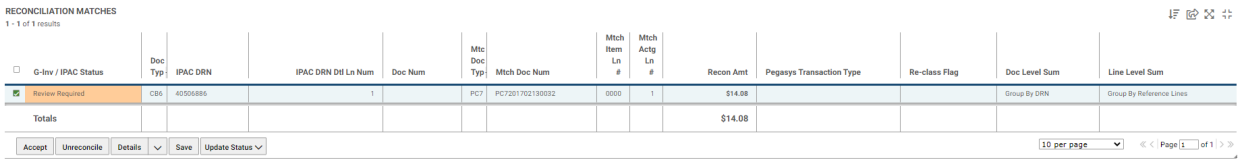
Figure 74: Reconcile Dropdown



7. Override any Overrideable Error Messages, and select **Reconcile with Selected** again.

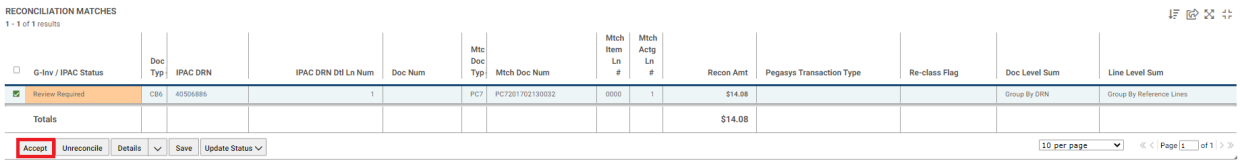
   A Reconciliation Record appears with status **Review Required.**

Figure 75: Review Required G-Invoicing/IPAC Status



8. Select the **Accept** button.

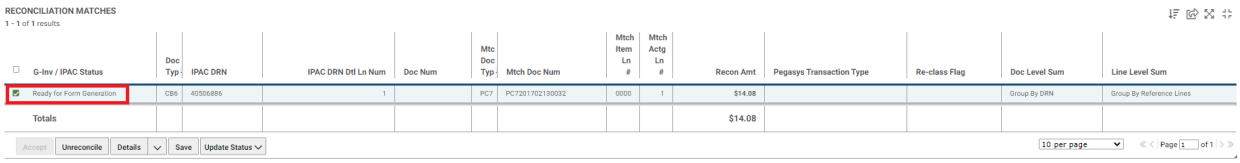
Figure 76: Reconciliation Matches - Accept Button



9. Override any Overrideable Error Messages, and select **Accept** again.

   The Reconciliation Record status updates to **Ready for Form Generation.**

Figure 77: Reconciliation Matches – G-Invoicing/IPAC Status

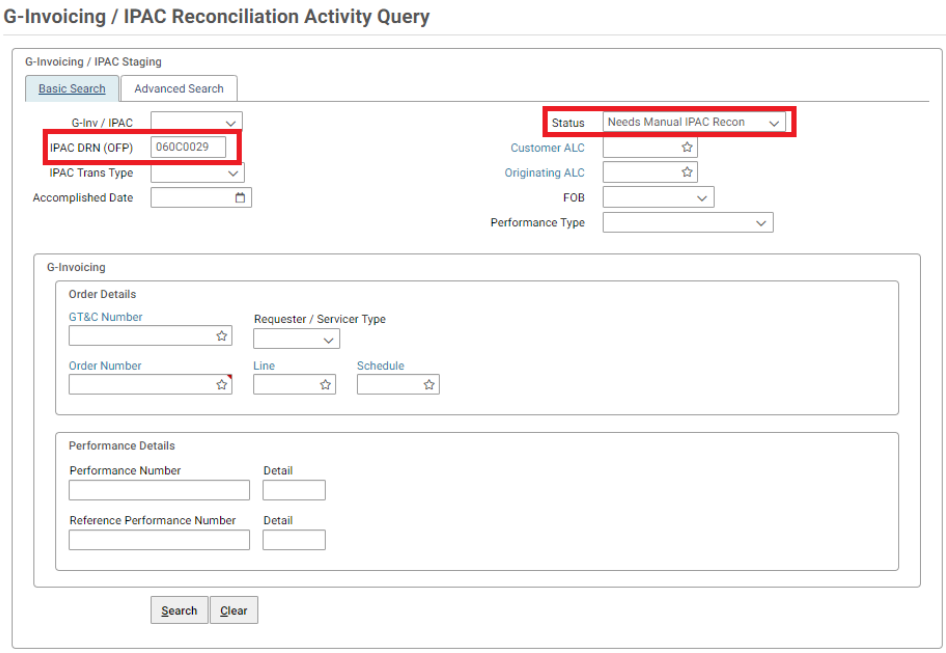


Records in a Ready For Form Generation status will be selected in the next run of the GSIPACFGEN process, which will create a Pegasys form for this transaction.

Steps to Manually Reconcile Using G-Invoicing/IPAC Reconciliation Activity Query using **Reconcile without Match:**

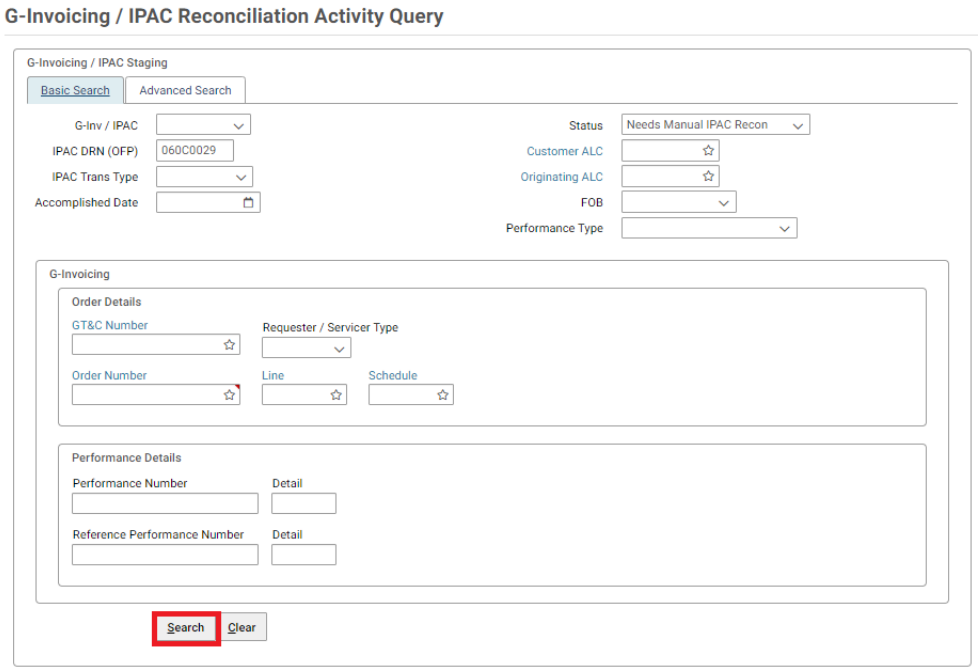
1. On the G-Invoicing/IPAC Staging Side, select the **IPAC Status** "Needs Manual IPAC Recon" and enter the **IPAC DRN**.

Figure 78: G-Invoicing/IPAC Staging Side Search



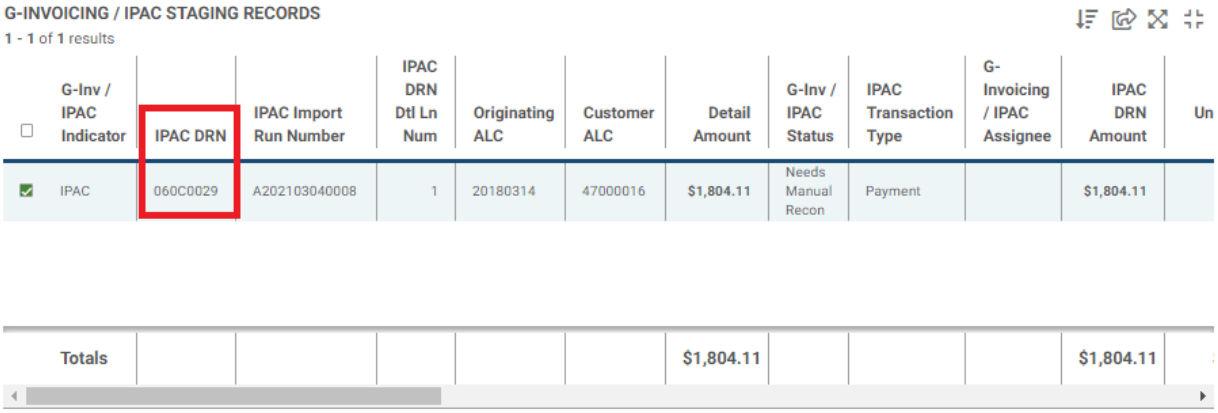
2. Select the **Search** button.

Figure 79: Search Button for G-Invoicing/IPAC Staging - Manual Reconciliation



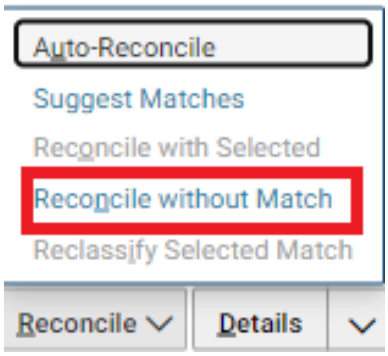
The results are returned in the G-Invoicing/IPAC Staging Item Collection.

Figure 80: Item Collection for G-Invoicing/IPAC Staging - Manual Reconciliation



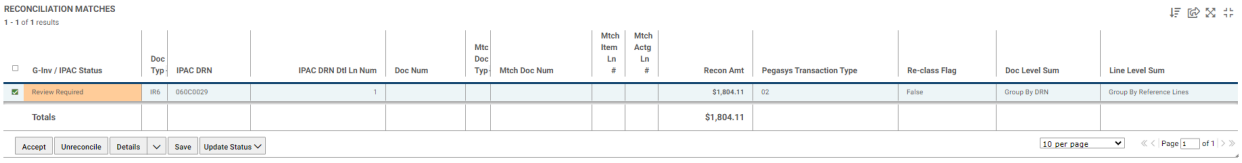
3. Select the Reconcile Dropdown and select **Reconcile without Match.**

Figure 81: Reconcile Dropdown - Reconciliation Without Match



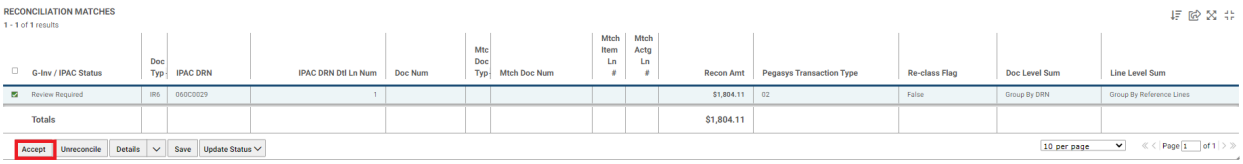
4. Override any Overrideable Error Messages, and select **Reconcile without Match** again. A Reconciliation Record appears with status **Review Required.**

Figure 82: Reconciliation Without Match - Review Required G-Invoicing/IPAC Status



5. Select the **Accept** button.

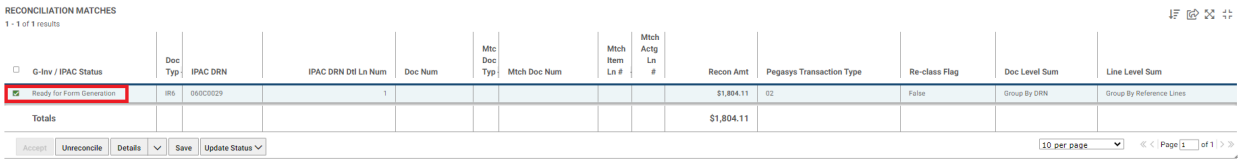
Figure 83: Reconciliation Without Match – Accept Button



6. Override any Overrideable Error Messages, and select **Accept** again.

The Reconciliation Record status updates to **Ready for Form Generation.**

Figure 84: Reconciliation Record



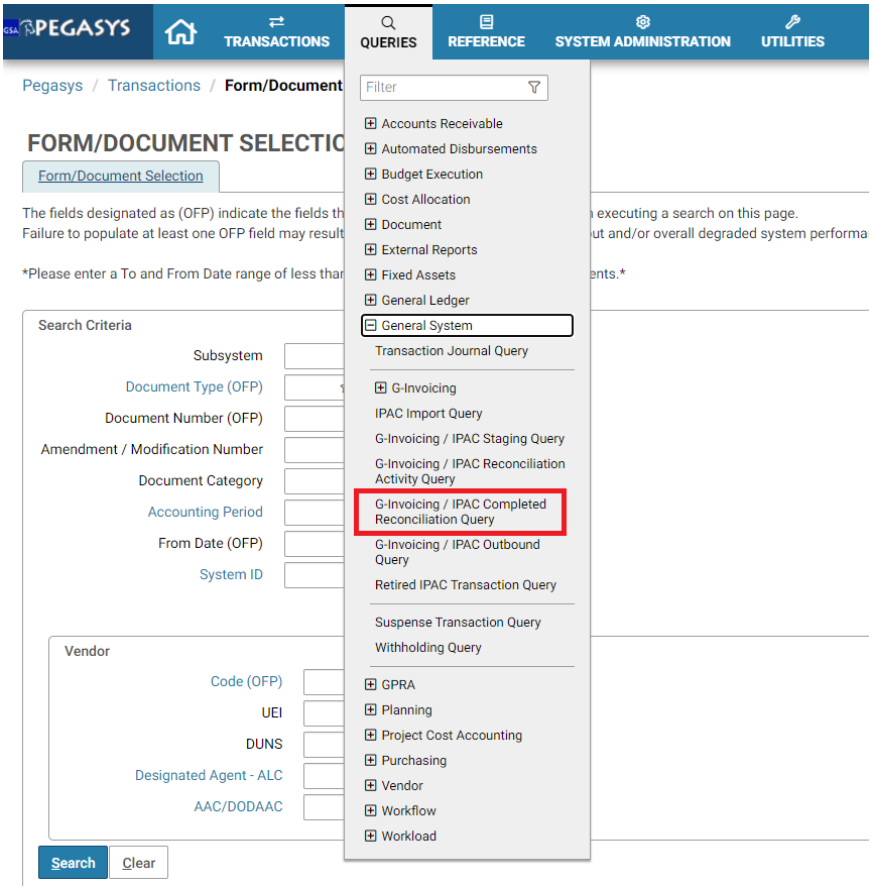
Records in a Ready For Form Generation status will be selected in the next run of the GSIPACFGEN process, which will create a Pegasys form for this transaction.

4.6.9 G-Invoicing/IPAC Completed Reconciliation Query

The G-Invoicing/IPAC Completed Reconciliation Query enables users to review G-Invoicing/IPAC Reconciliation Records before and after they are tracked on Pegasys Transactions. From within the query, agencies are able to Accept, un-reconcile, edit data, review, and add Correspondence to the records.

Queries → General System → G-Invoicing/IPAC Completed Reconciliation Query.

Figure 85: Navigation to G-Invoicing/IPAC Completed Reconciliation Query



4.6.9.1 G-Invoicing/IPAC Completed Reconciliation Query Search Parameters and Results

The records can be queried by a variety of parameters, the basic search criteria are IPAC Document Reference Number (DRN), Document Type, Document Number, Import Run Number, Originating ALC, and Customer ALC. The query also supports Advanced Search to allow the customization of queries to search any value from the G-Invoicing/IPAC Staging record.

Figure 86: G-Invoicing/IPAC Completed Reconciliation Query Basic Search Criteria

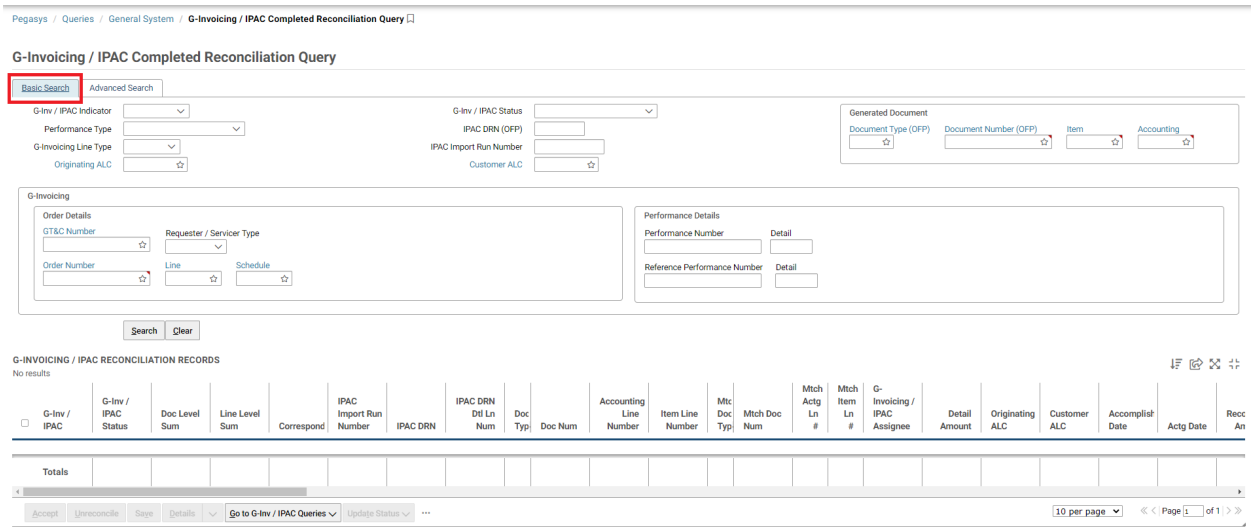
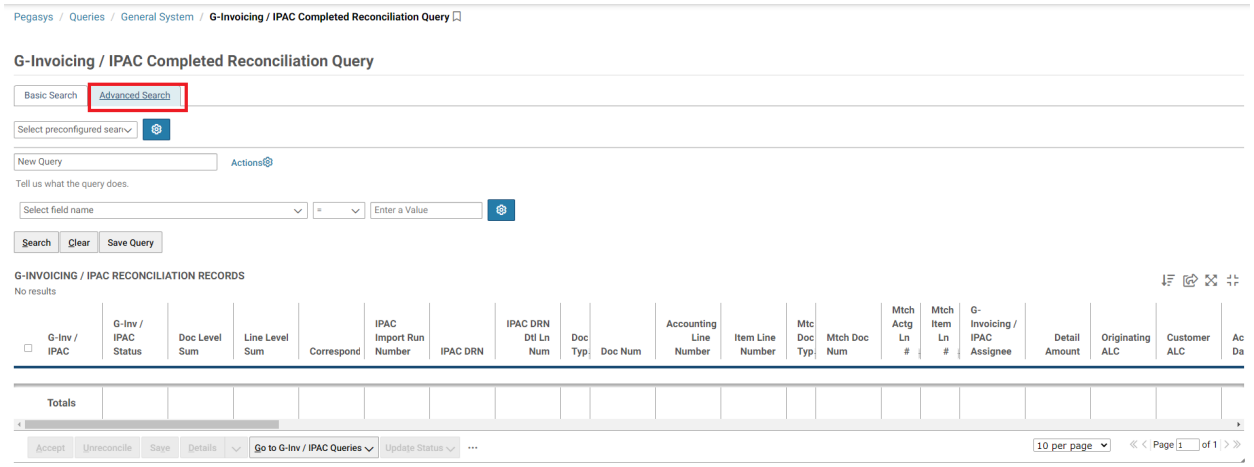


Figure 87: G-Invoicing/IPAC Completed Reconciliation Query Advanced Search Criteria



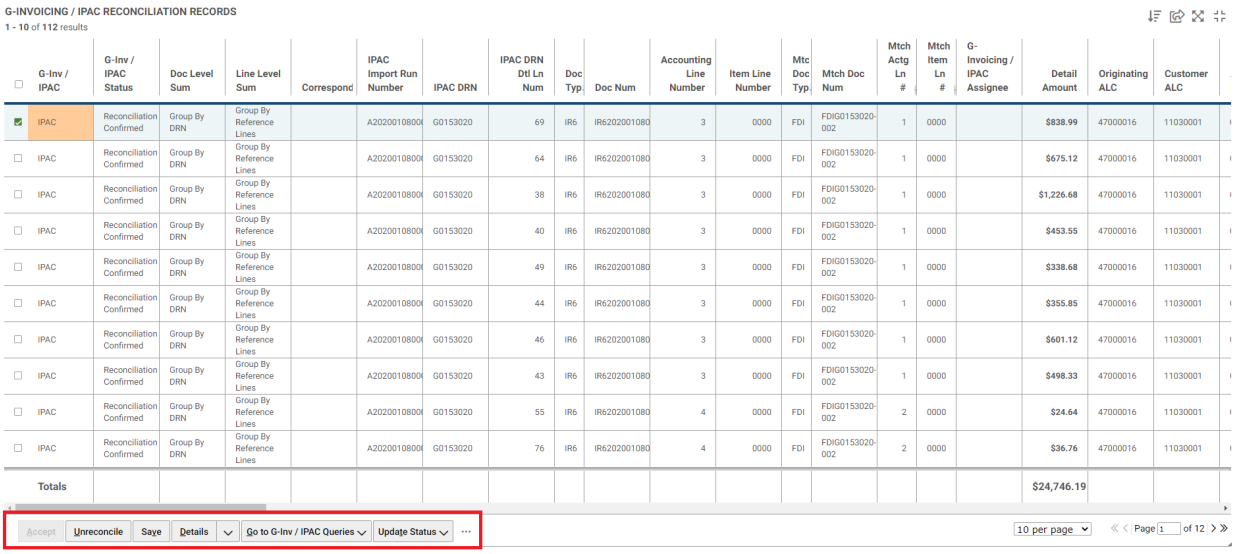
4.6.9.2 G-Invoicing/IPAC Completed Reconciliation Query Details

The G-Invoicing/IPAC Completed Reconciliation Query enables users to review G-Invoicing/IPAC Reconciliation Records before and after they are tracked on Pegasys

Transactions. From within the query, agencies are able to Accept, un-reconcile, edit data, review, and add Correspondence to the records.

- **Accept** - Select to update any G-Invoicing/IPAC Reconciliation Records from "Review Required" to "Ready for Form Generation" (or "IPAC Reconciliation Confirmed for IPAC Payment Confirmations").
- **Unreconcile** - Select to delete the G-Invoicing/IPAC Reconciliation Record.
- **Details View Generated Document** - Select to view the Pegasys Transaction created for the G-Invoicing/IPAC Reconciliation Record.
- **Details View Matched Document** - Select to view the Pegasys Transaction associated to the G-Invoicing/IPAC Reconciliation Record.
- **Details Compare** - Select to open a modal to compare the Staging Record and Transaction Line to see what fields matched for the G-Invoicing/IPAC Reconciliation record.
- **Details History** - Select to launch a Modal window to view if and how this G-Invoicing/IPAC Reconciliation record has been changed.

Figure 88: G-invoicing/IPAC Completed Reconciliation Query Actions



4.6.9.3 Executing a Query using the G-Invoicing/IPAC Completed Reconciliation Query

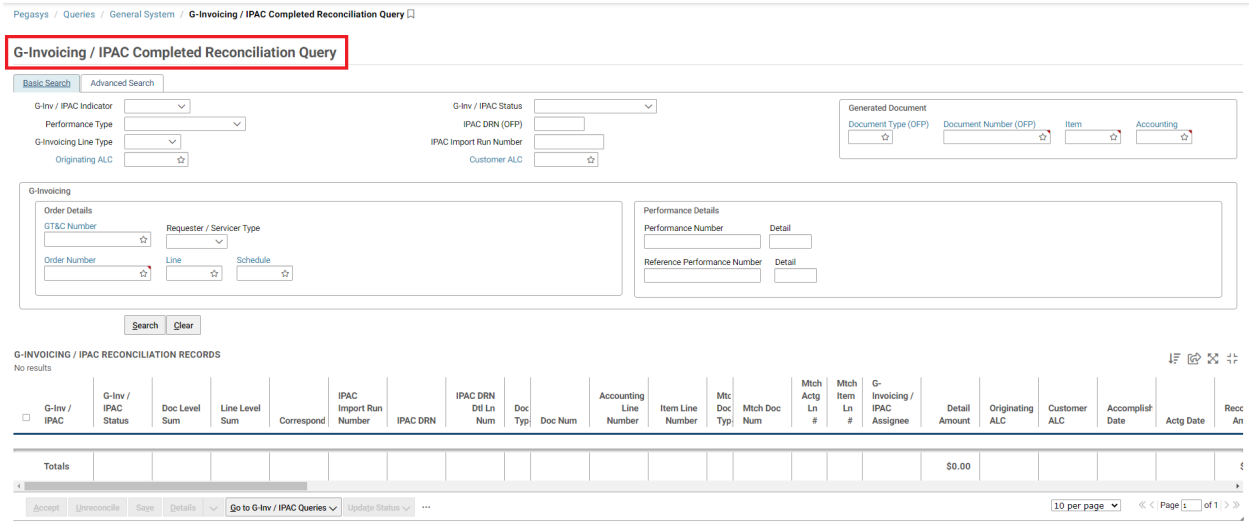
NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

Steps to Execute a Query Using G-Invoicing/IPAC Reconciliation Activity Query:

1. Navigate to Queries → General System → G-Invoicing/IPAC Completed Reconciliation Query.

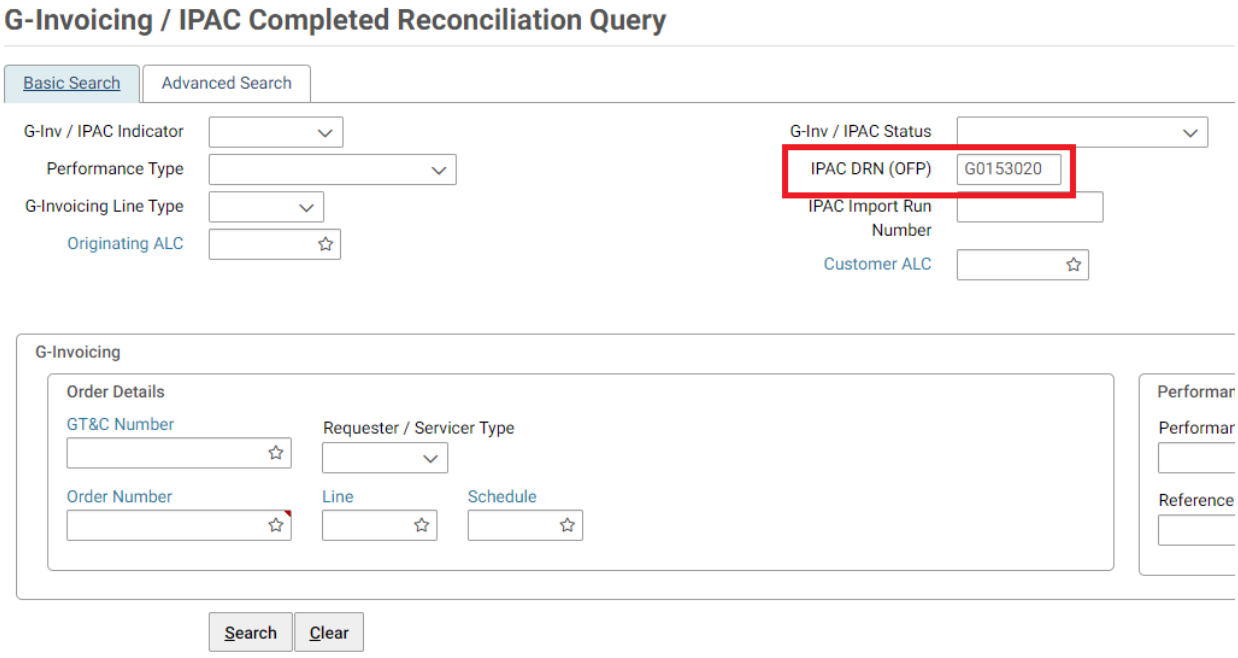
   The G-Invoicing/IPAC Completed Reconciliation Query page is displayed.

Figure 89: G-Invoicing/IPAC Completed Reconciliation Query



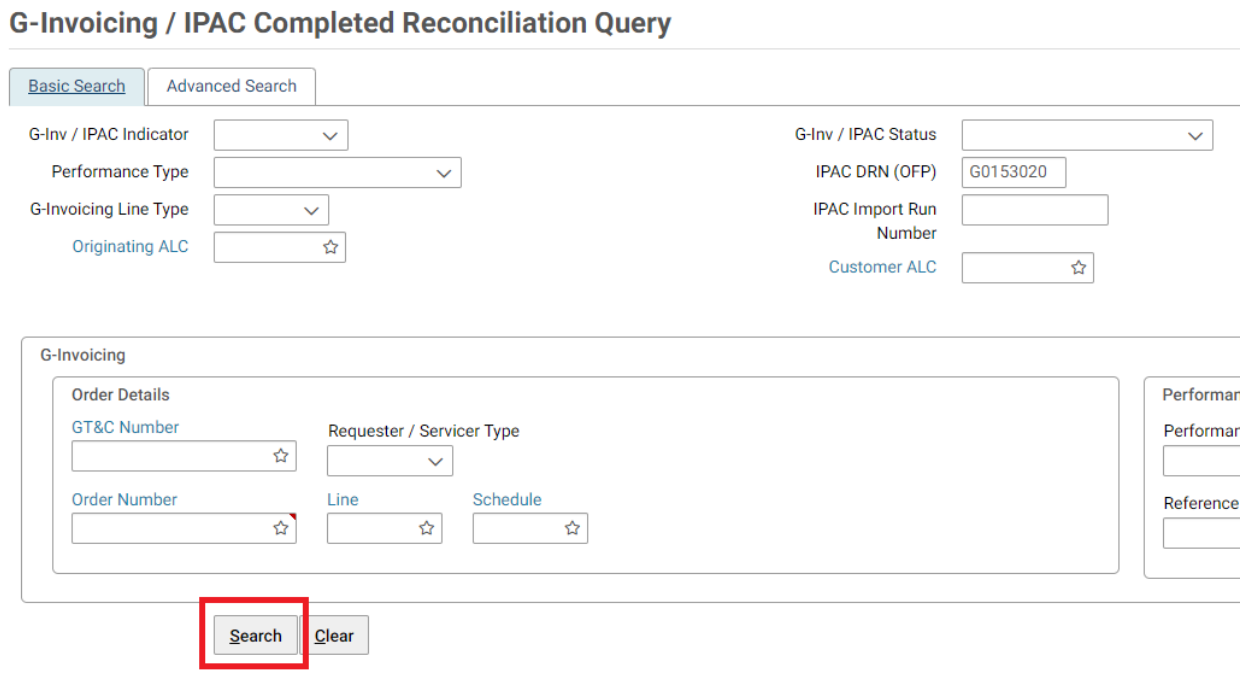
2. Enter the desired and appropriate **Search Criteria**. At a minimum, enter the **IPAC DRN.** If known, enter the **Document Type, Document Number, or Import Run Number**.

Figure 90: G-Invoicing/IPAC Completed Reconciliation Query - IPAC DRN



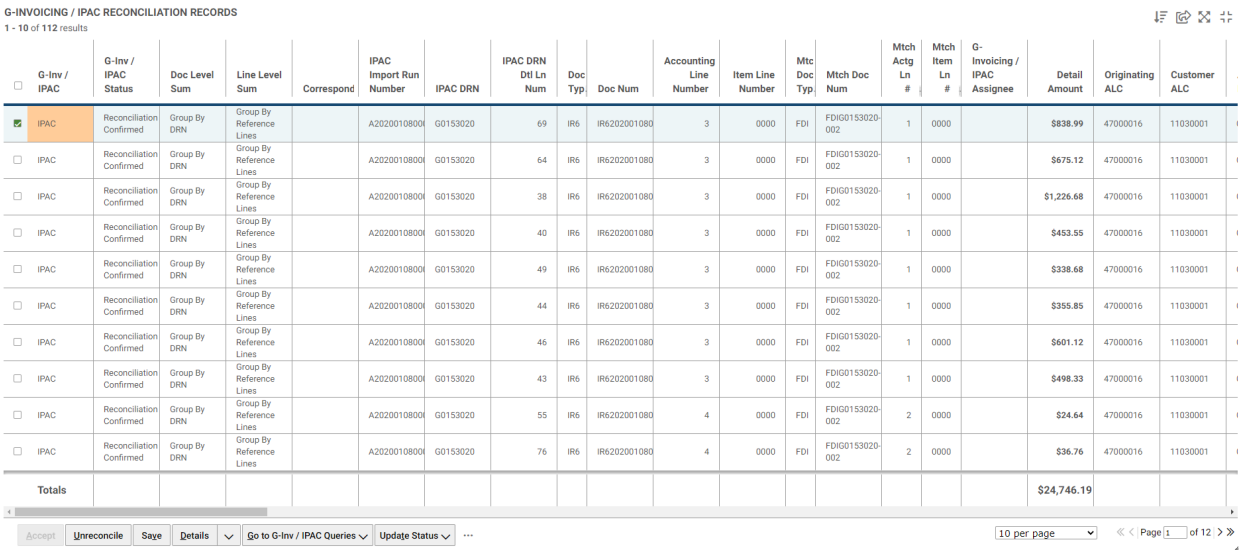
3. Select the **Search** button.

Figure 91: Search Button – G-Invoicing/IPAC Completed Reconciliation Query



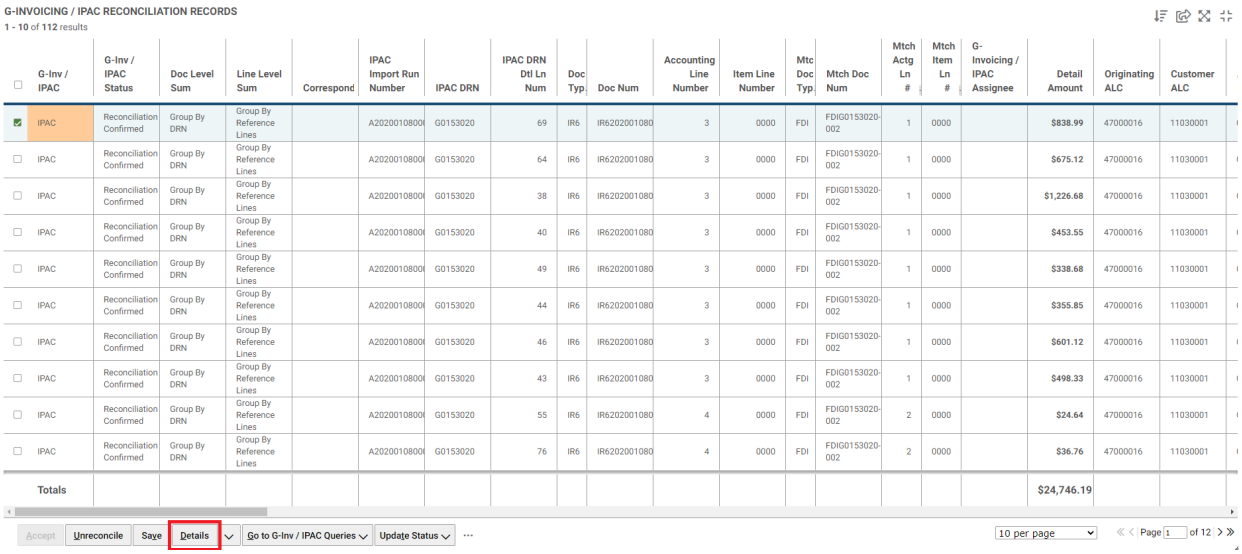
The results are returned in the Item Collection.

Figure 92: Item Collection – G-Invoicing/IPAC Completed Reconciliation Query



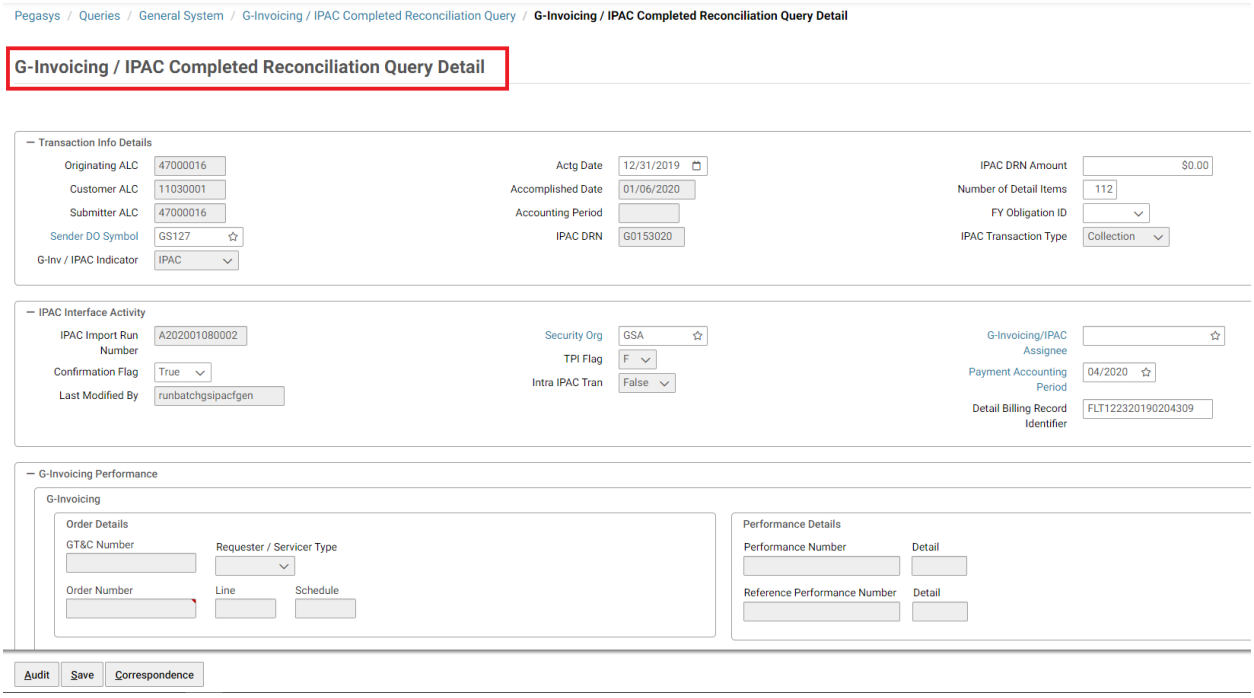
4. Select a returned record.
5. Select the **Details** default button.

Figure 93: Details Button – G-Invoicing/IPAC Completed Reconciliation Query



The G-Invoicing/IPAC Completed Reconciliation Query Detail Page is displayed.

Figure 94: G-Invoicing/IPAC Completed Reconciliation Query Detail



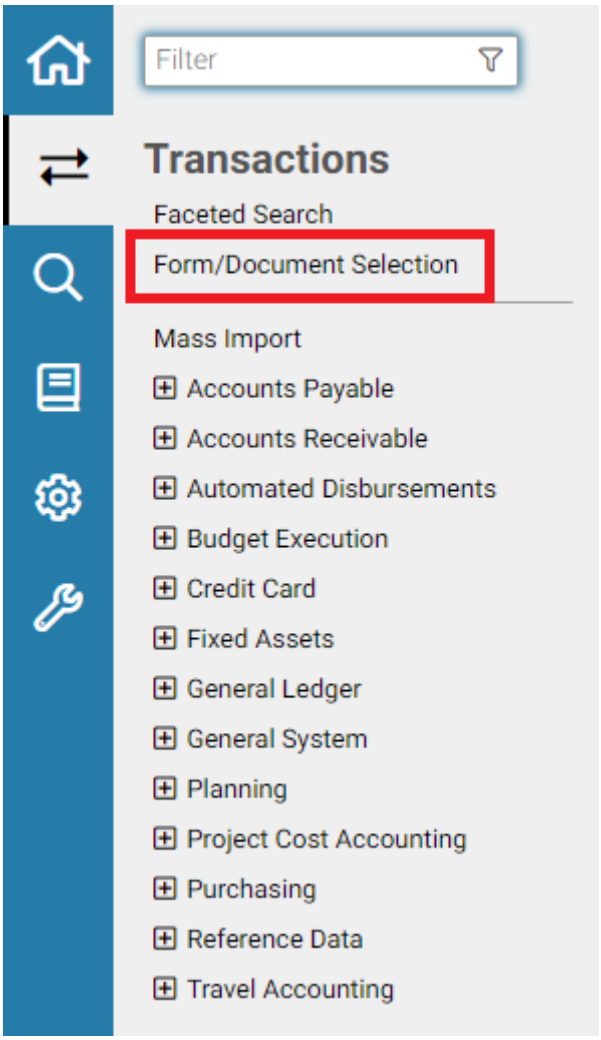
4.6.10 Form/Document Selection Query

- The Form/Document Selection query allows the user to search for any form or document and then select an action to perform on that form or document. Form/Document Selection provides the ability to view the status of transactions, for all document categories, in any document status. For example, Form/Document Selection shows results for “Processed”

documents, “Held” or “Rejected” forms, as well as workflow approval statuses such as “Pending Approval”.

- Form/Document Selection will allow users to query and retrieve documents for viewing, as well as perform actions upon transactions such as correcting, amending, cancelling and adding attachments (attachments can be added from Form/Document Selection without correcting/amending the form or document). The navigation for Form/Document Selection is therefore located under the “Transactions” menu rather than Queries.

Figure 95: Navigate to Form/Document Selection



4.6.10.1 Search Parameters and Results

Forms and Documents can be retrieved using Form Document Selection’s many search criteria. The search can be at the document category level or at a lower level such as accounting dimension. If known, any module, document type and/or document number may be entered to narrow the search.

Figure 96: Form/Document Selection

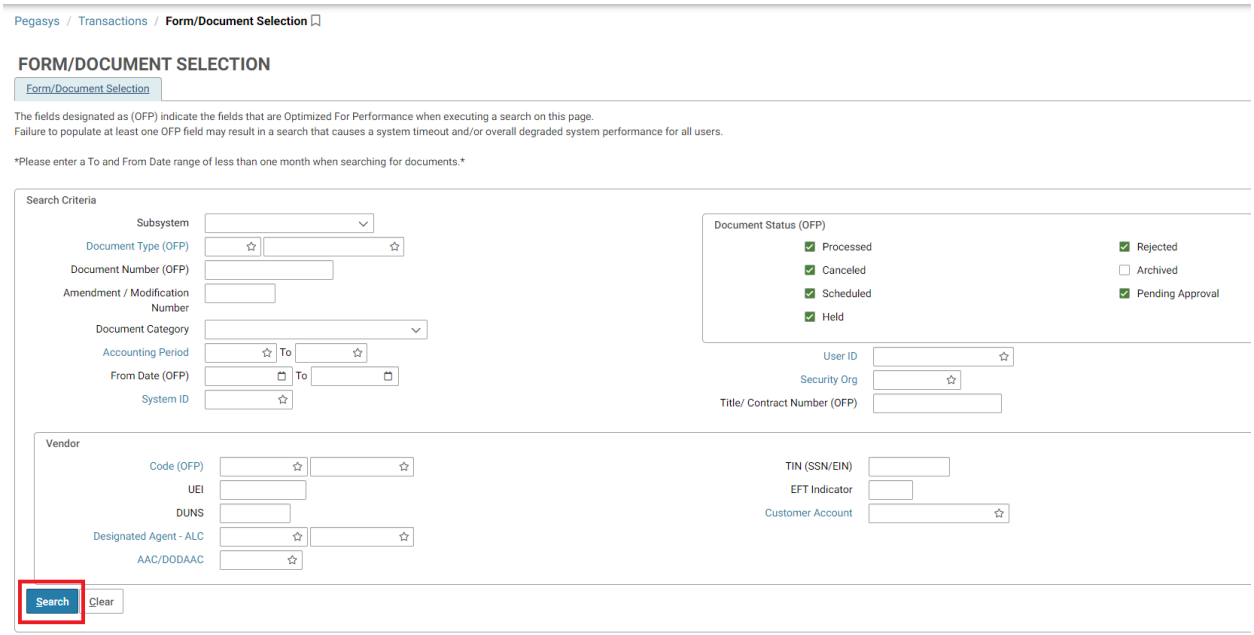
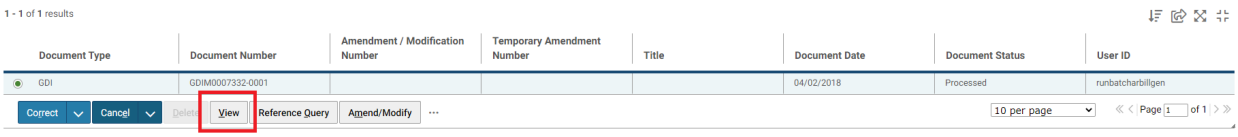


Figure 97: Form/Document Select - View Button



- To search for form or document information, enter applicable search criteria and Select the Search button.
- To view/correct/amend a document, select the radio button next to the document in the item collection and Select the appropriate action button.

4.6.10.2 Executing a Query Using Form Document Selection

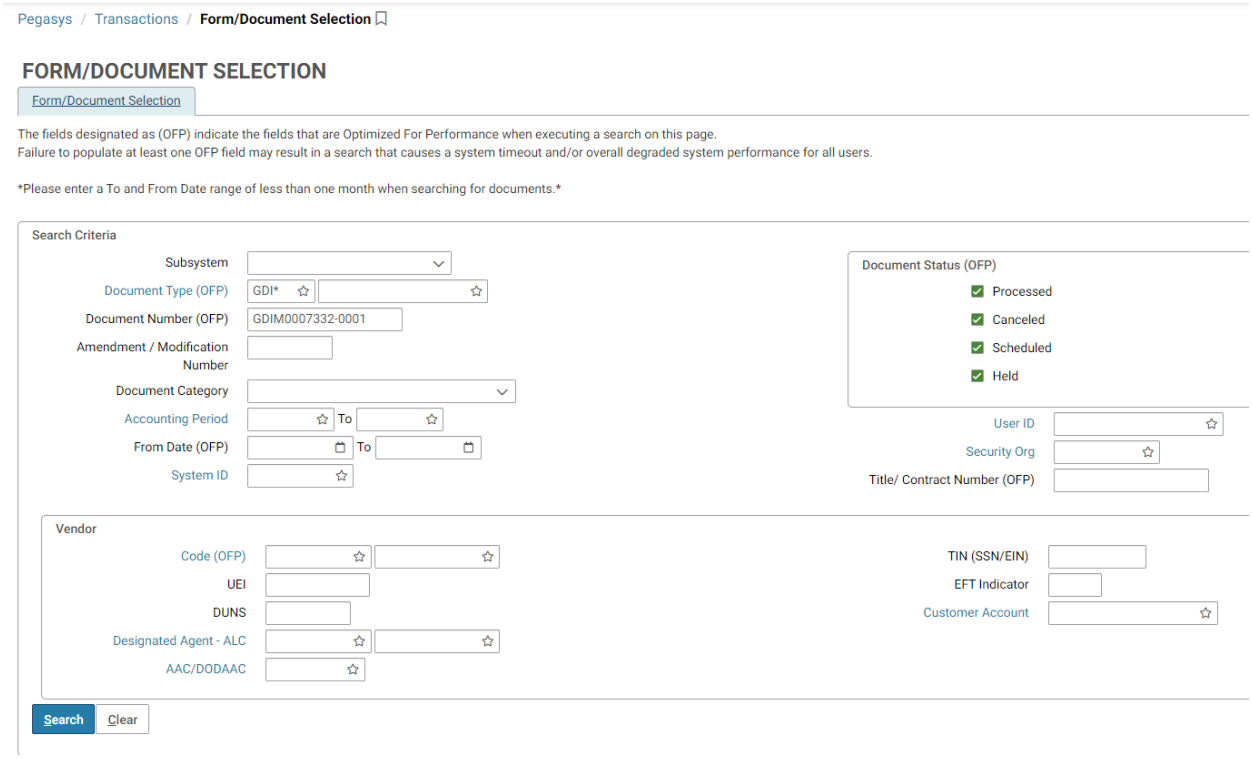
NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of "Fleet", enter the Bill/Statement Number, Date range and any additional billing detail that can be provided. Users should not execute "Blind" queries, meaning no search criterion is entered.

Steps to Execute a Query using Form Document Selection:

1. Navigate to Transactions → Form Document Selection.

   The Form Document Selection page is displayed.

Figure 98: Form Document Selection

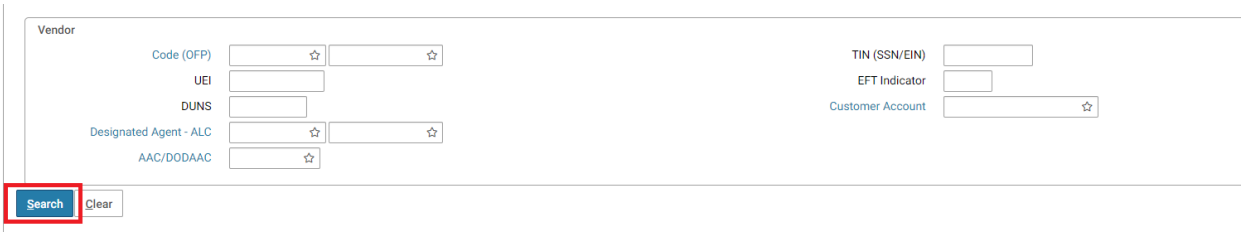


2. Enter the desired and appropriate **Search Criteria**.

   NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of "Fleet", enter the Bill/Statement Number, Date range and any additional billing detail that can be provided. Users should not execute "Blind" queries, meaning no search criterion is entered.

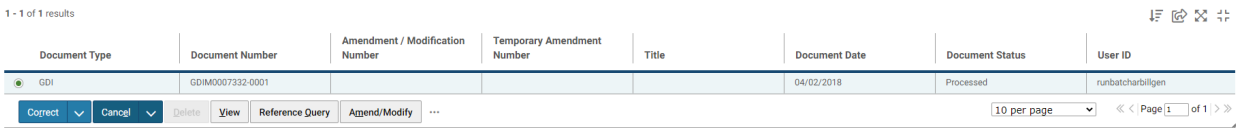
3. Select the **Search** button.

Figure 99: Search Button



The results are returned in the Item Collection.

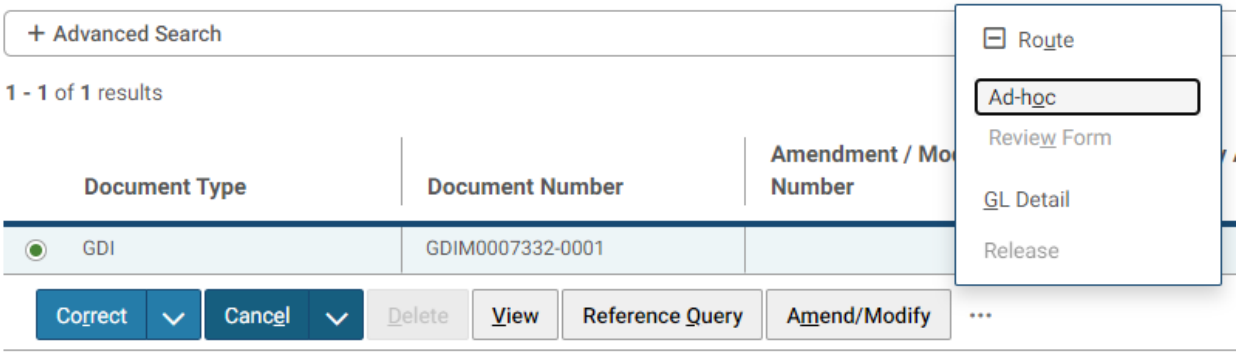
Figure 100: Item Collection Results



Steps to Execute a Query using Form Document Selection:

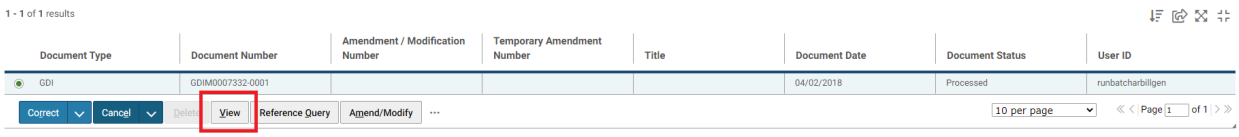
1. Select a detail record.
2. Select an action for the document, View, Correct, Delete, Amend, Cancel, or select to view the Reference Query or GL Detail information for the document.

Figure 101: Actions for Documents in Form Document Selection



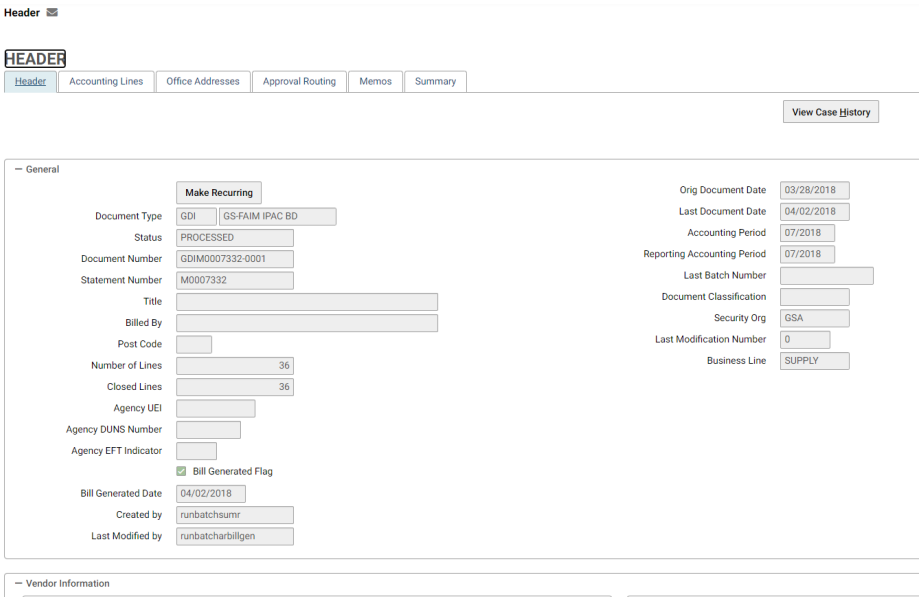
3. To view the document, Select the **View** button.

Figure 102: View Button



4. The form/document will be opened in a new window in the applicable action mode, i.e., View mode, Correct mode or Amend mode.

Figure 103: View Mode



NOTE: Attachments can be added to documents from View mode. **NOTE:** Users should add attachments to the Statement in order to maintain consistency with VCSS (rather than adding attachments to the Billing Document (BD). See **BAAR User Guide 5 of 10, Section 4.9.3** for further information on how to add attachments.

5. To add an attachment, Select the **Attachments** button.

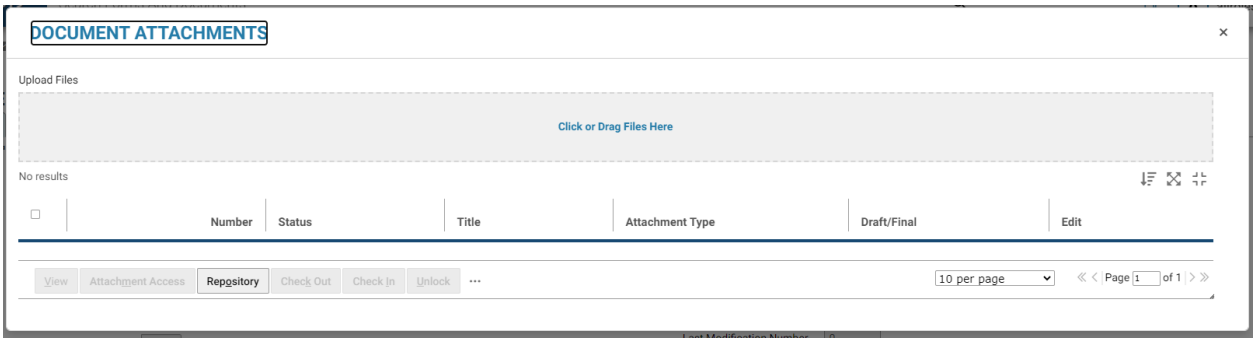
Figure 104: Attachments Button

NOTE: the user must have permission to add attachments.

6. The Document Attachments page is displayed.

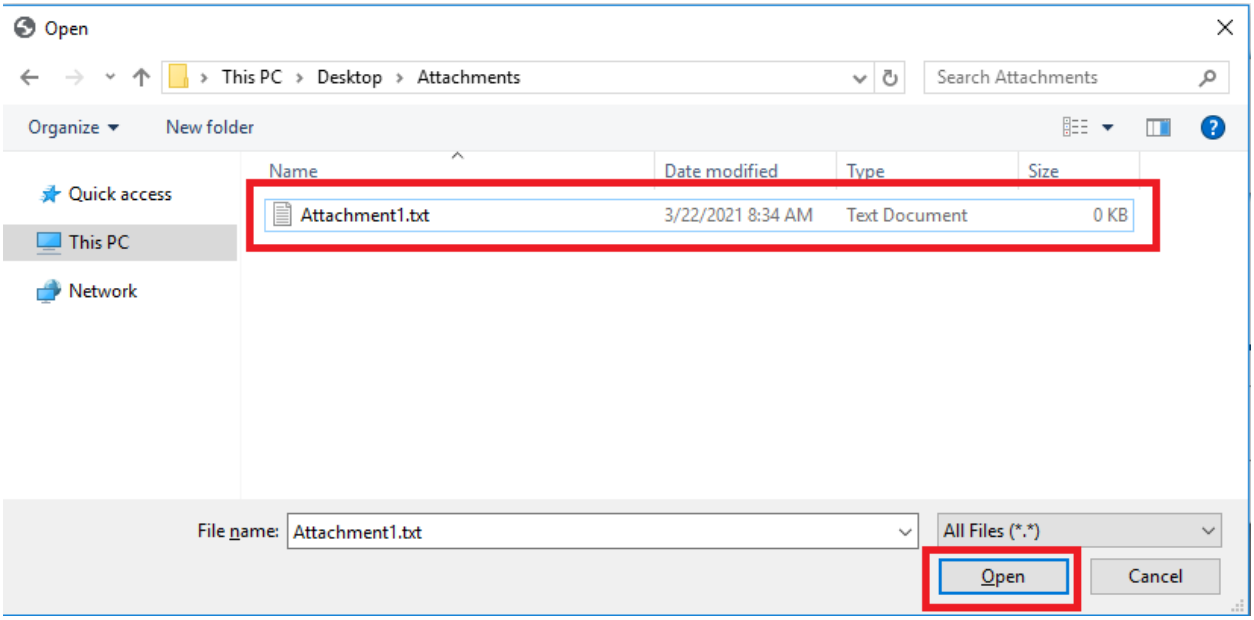
NOTE: For more information on managing attachments, please refer to the Pegasys User Guide.

Figure 105: Document Attachments page



7. **REQUIRED** for Attachments: To upload a file as an attachment, Select **Click or Drag Files Here** OR drag files from the appropriate local drive into the attachment modal screen.
8. Select the file from the appropriate local drive and Select **Open**.

Figure 106: Open File



9. Once the file name is populated, check the appropriate flags for the attachment.

Figure 107: Document Attachment Details

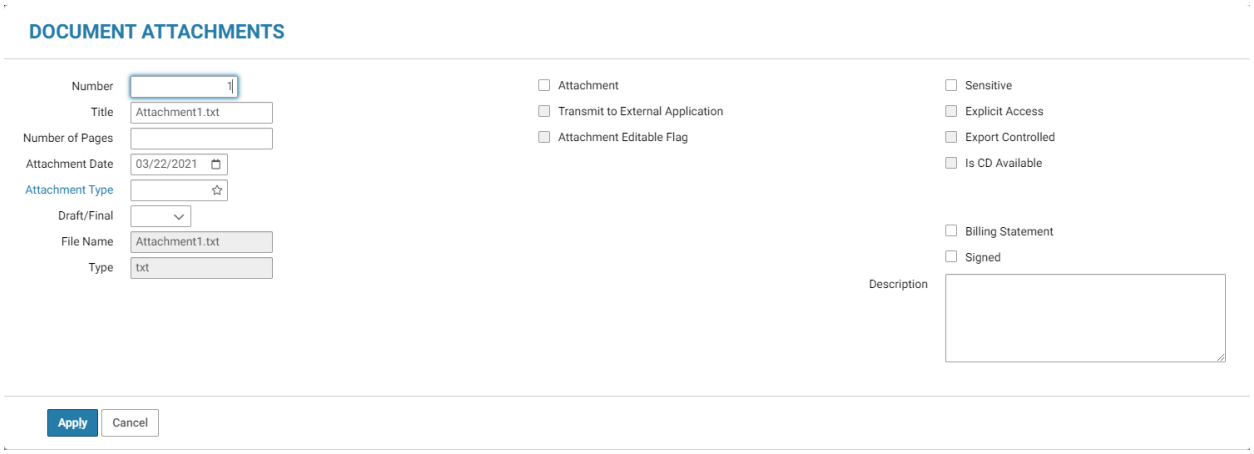
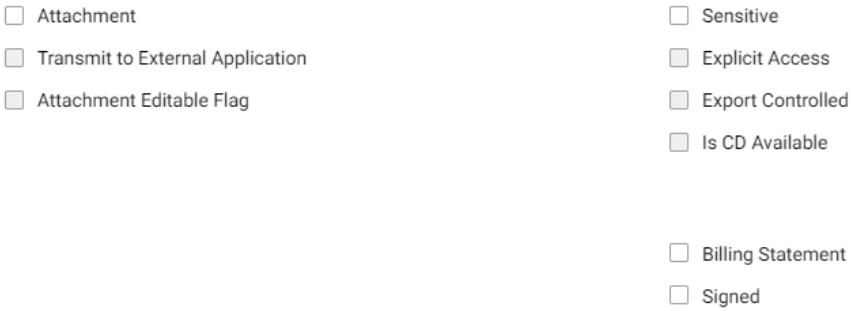


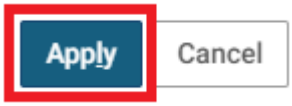
Figure 108: Attachment Flags



NOTE: To enable the attachment as viewable from VCSS, set the "Attachment" flag to true (checked), set the Transmit to External Application flag to true (checked). If "Attachment" is not selected, the file will be considered internal GSA "supporting documentation". Supporting documentation does not copy forward or transmit externally.

10. Select the **Apply** button to add the attachment.

Figure 109: Apply Button for Attaching Files



11. To add an attachment from the attachment repository, select the Repository button.

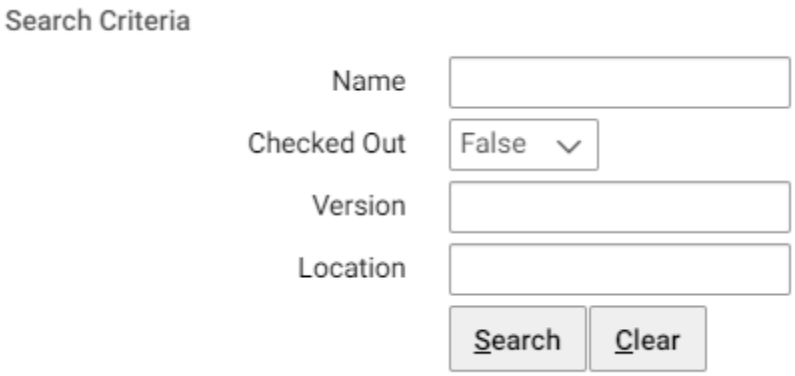
Figure 110: Repository Button

NOTE: The Document Repository is a collection of Attachment Templates that may be used by the collective group and be added to forms. Once an Attachment Template has been added to a form, the user may edit the attachment within the form and the edits will not appear within the original Attachment Template. However, if the user edits the Attachment Template within the Document Repository, the original attachment will be updated accordingly without those changes affecting the copies on forms.

12. Search for the attachment in the repository.

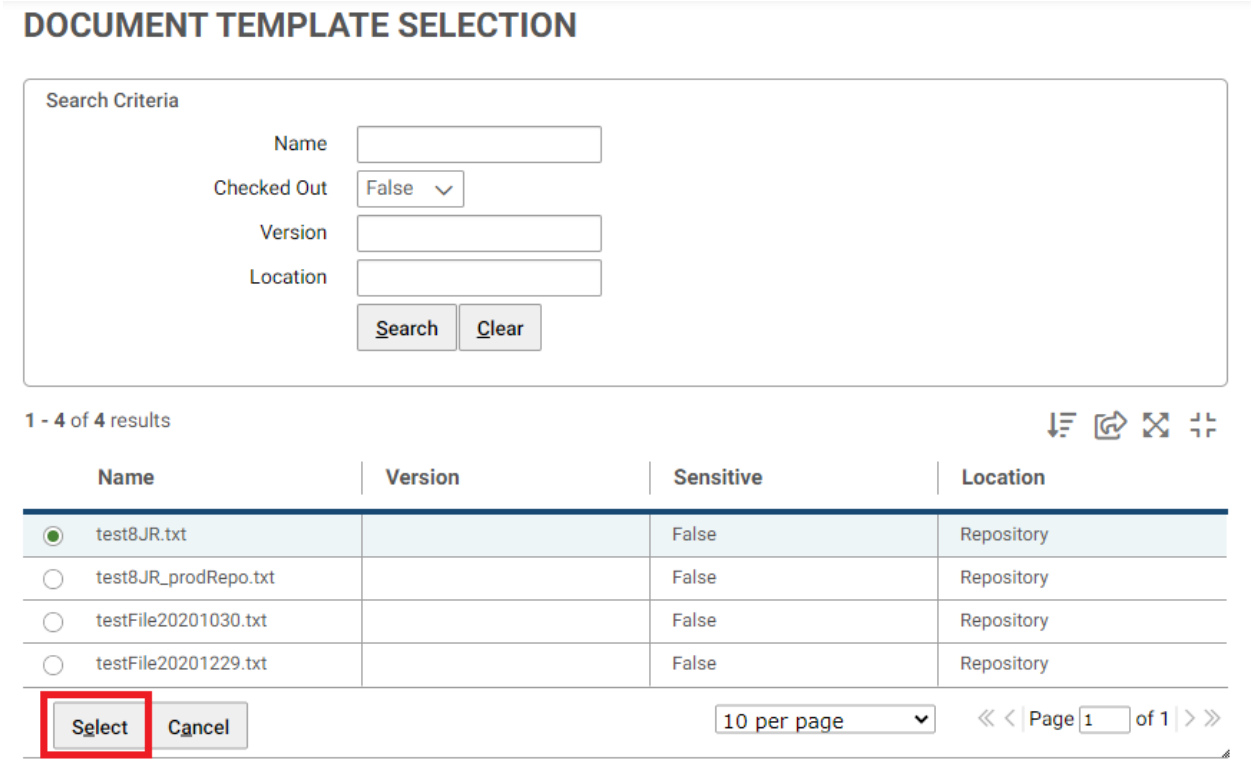
NOTE: as in other search screens, users should not execute a "blind query". Users should enter the minimum search criteria such as the name of the attachment for which they are looking flanked by asterisks, e.g., *attachment*.

Figure 111: Search Criteria



13. Select a file to attach and choose **Select**.

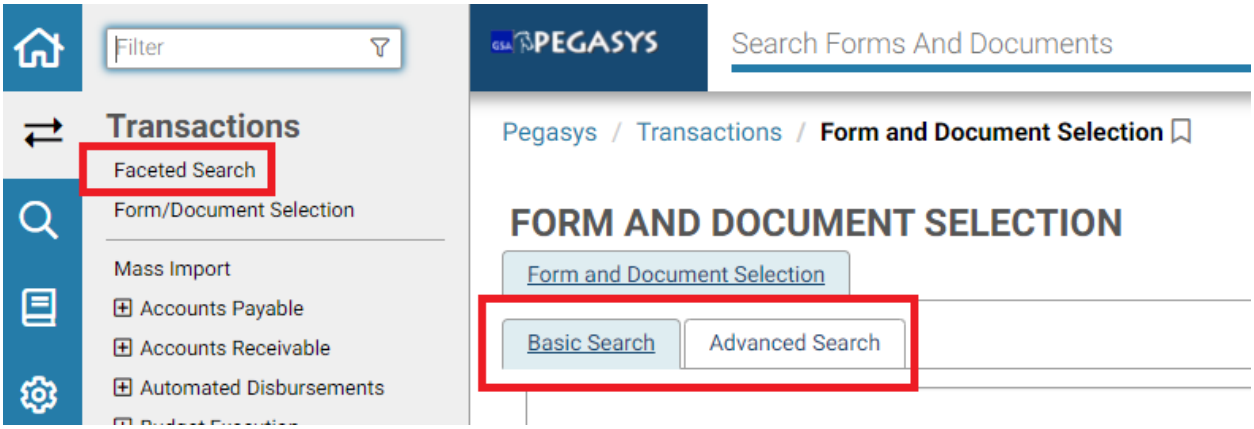
Figure 112: File Selection



4.6.10.3 Faceted Search

In addition to searching through Form/Document Selection, the system provides a faceted search feature with a preview capability from search results. A facet is a filter or attribute that narrows search results. The faceted search focuses on providing additional search criteria from what is available on the Form/Document Selection page. It supports search for a document via a single text box (Basic Search), and narrows results using facets or, also known as filters (Advanced Search).

Figure 113: How to Access Faceted Search



4.6.10.3.1 Basic Search

Basic Search provides a single field that will search across multiple criteria. The Basic Search can be found at the top of any screen in the system or from within the Faceted Search screen when navigating to Transactions → Faceted Search.

Figure 114: Basic Search - Header Search Box

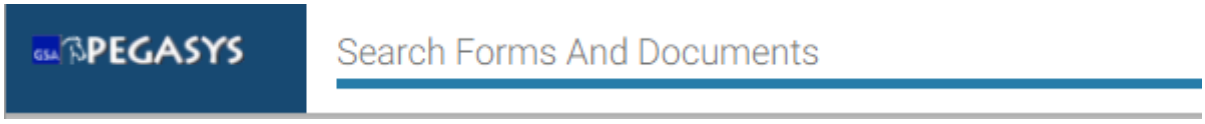


Figure 115: Basic Search - Transactions - Faceted Search

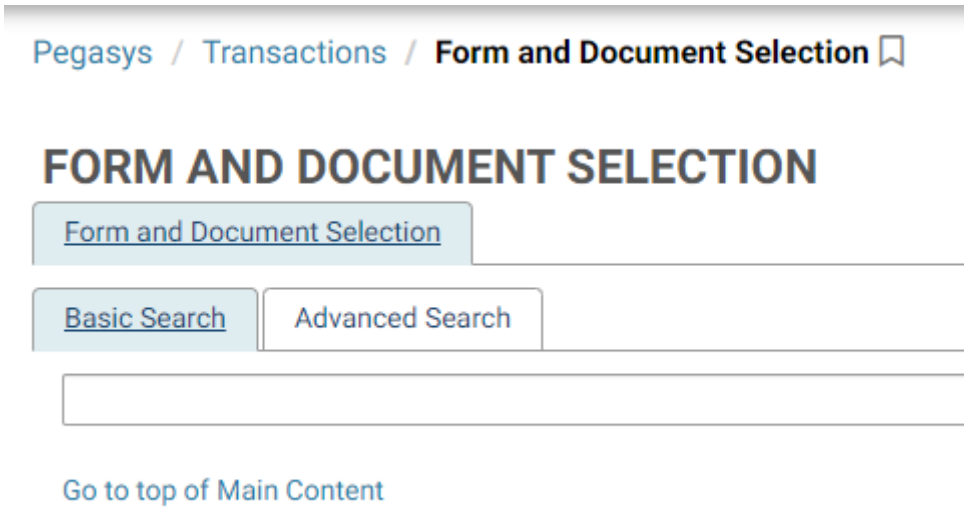
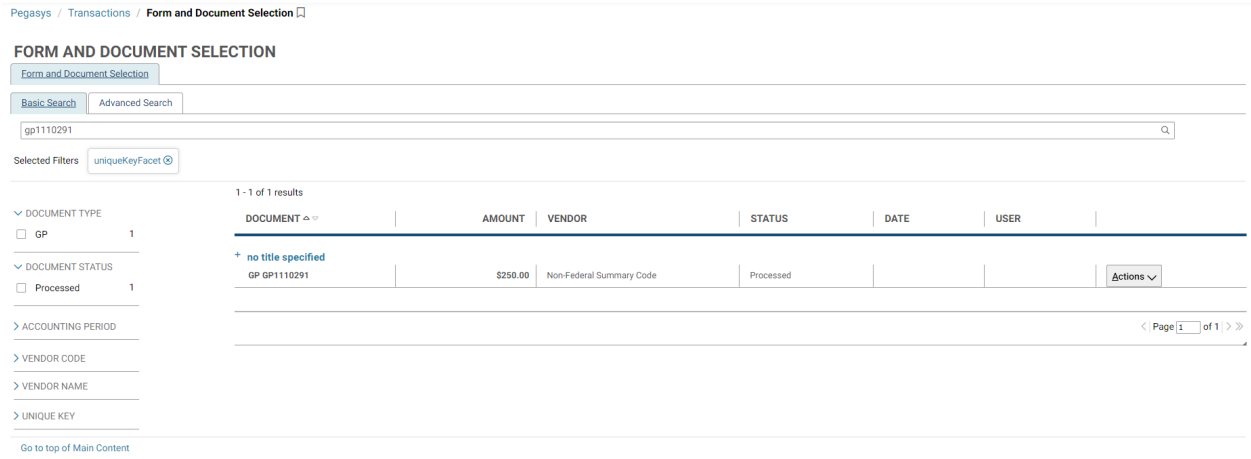


Figure 116: Basic Search - Search Results



4.6.10.3.2 Advanced Search

With the Advanced Search functionality, users can narrow their search results through the Advanced Search facets (filters). For example, users can search for a Document Status that is "Processed" and a Document Type that is equal to a "RE7". Users are able to select from various facets criteria through a dropdown menu. Multiple facets can be included in a search; additional filters to narrow search results further can be added by selecting the Actions → New Filter button.

Figure 117: Utilizing Faceted Search

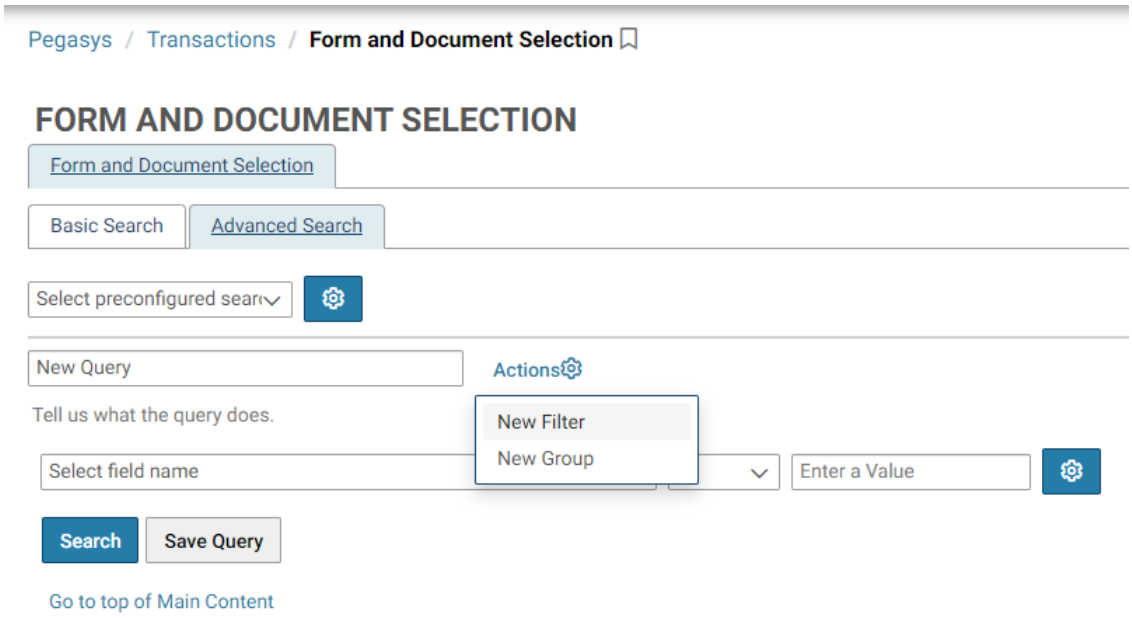


Figure 118: Faceted Search Facets and Filter Criteria

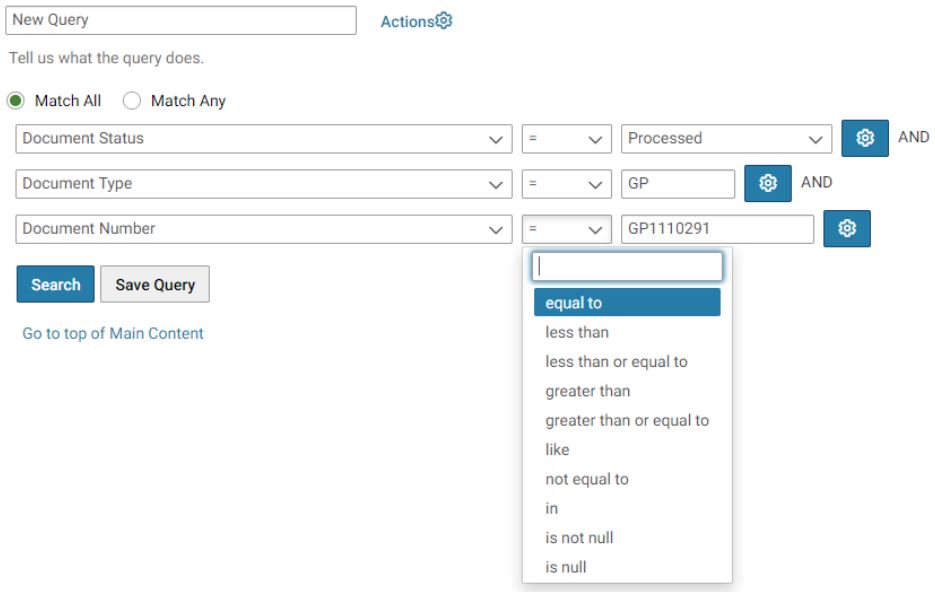
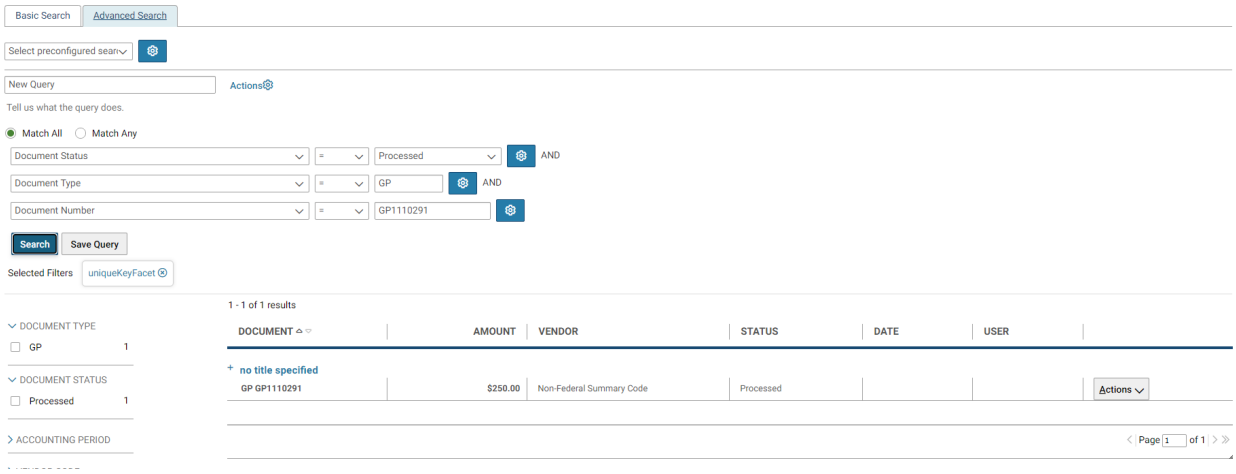


Figure 119: Advanced Search - Search Results



4.6.10.3.2.1.1 Multiple Facets - All vs. Any

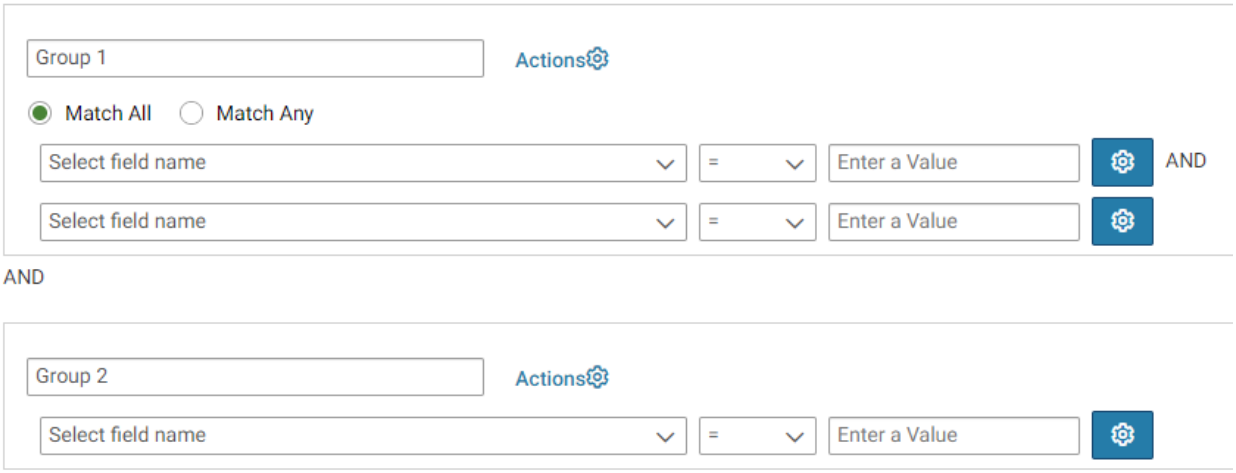
When multiple facets are added, the user can select if the search results will return only exact matches from all of the filters, or if the results should return records that meet the criteria of any single filter. This is accomplished through the "Match All" or "Match Any" radio buttons. For example, if a user has two filters where the Document Type is equal to "RE7" and Document Number is equal to "RE72018020700007", selecting Matching All will return results when only both Document Type and Number criteria are met. Selecting Match Any would return results if either Document Type or Number criteria was met for any RE7 Document Types or any Document Number RE72018020700007.

Figure 120: Match All and Match Any Filter Criteria

4.6.10.3.2.1.2 Grouping Facets

To organize filters, users may also create "Groups" within the Advanced Search. If the user chooses to Save the query to be utilized in the future, the Group functionality will allow them to locate and modify filters with greater ease. The Match All/Any functionality may also be used with Grouped facets, providing greater flexibility to searches. For example, when multiple facets or facet Groups exist, the user can determine if results should return only records meeting the criteria of all Groups, or if it should return results from the criteria of any Group.

Figure 121: Match All and Match Any Filter Criteria - Grouping Facets



4.6.10.3.2.1.3 Saving Advanced Search Queries

Once an Advanced Search is created, it may be saved for future use. This allows users to execute their desired searches quickly and easily. This is accomplished through the Save button. To access saved queries, when the user navigates to the Advanced Search screen, saved queries will appear in the "Select preconfigured search" dropdown.

Figure 122: Saving/Accessing Saved Queries

4.6.11 GL Account Detail Query

The GL Account Detail query is used as an alternate way of viewing information contained in the Pegasys General ledger. The GL Account Detail Query serves as a useful tool when reviewing the postings associated with a particular transaction because it provides debit/credit posting information for each document action taken. For example, querying a Billing Document that has had a collection applied to it would show the following sets of postings corresponding to the various document actions taken:

- Document Processing - shows the posting of the original Unbilled Debits/Credits.
- Billing (Document Correction)- shows:
- The reversal of the Unbilled Debits/Credits, and

- The posting of the Billed Debits/Credits.
- **NOTE:** This is only true if the correction is changing the billing status from unbilled to billed.
- Collection Processing - shows the liquidation of the Billed Debits/Credits.

The GL Account Detail Query provides over 40 pieces of data to narrow the query results to only those records the user wants to view. In addition, the query differs from the General Ledger Balance by Fund query in that it groups its records in a different manner. The results of the query are displayed in a tabular format where each posting (a single debit or credit) recorded for each document line is displayed.

Queries → General Ledger → GL Detail Query.

4.6.11.1 Search Parameters and Results

The GL Account Detail Query provides fields to specify selection criteria for various pieces of data from the General journal, Memo journal, or both. Transactions that meet the search criteria specified are listed.

Figure 123: GL Account Detail Query Search Criteria

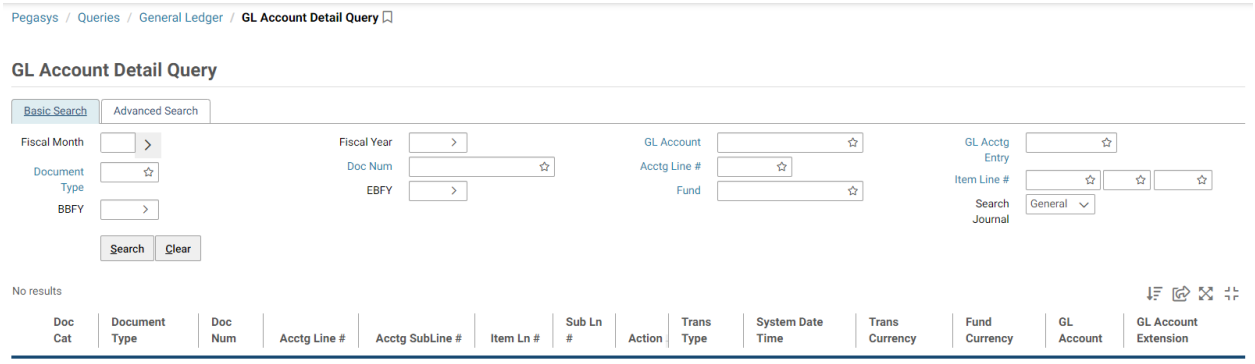
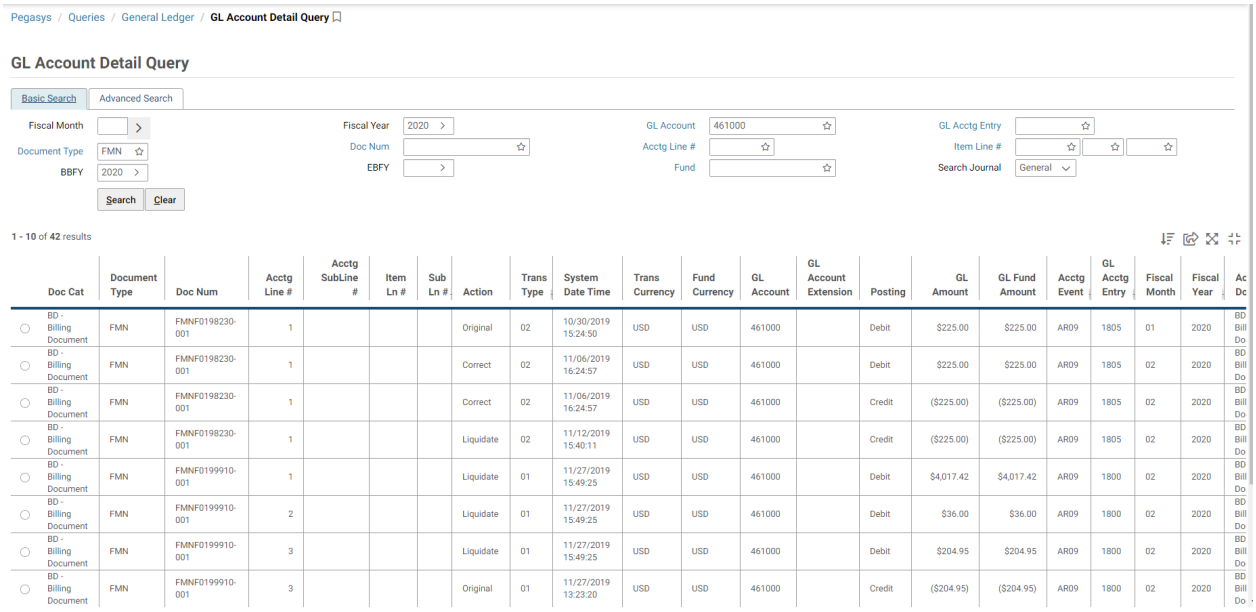


Figure 124: Item Collection on GL Account Detail Query



Doc Cat	Document Type	Doc Num	Acctg Line #	Acctg SubLine #	Item Ln #	Sub Ln #	Action	Trans Type	System Date Time	Trans Currency	Fund Currency	GL Account	GL Account Extension	Posting	GL Amount	GL Fund Amount	Acctg Event	GL Acctg Entry	Fiscal Month	Fiscal Year	Ac Dc
BD - Billing Document	FMN	FMNF0198230-001	1				Original	02	10/30/2019 15:24:50	USD	USD	461000		Debit	$225.00	$225.00	AR09	1805	01	2020	BD Bill Do
BD - Billing Document	FMN	FMNF0198230-001	1				Correct	02	11/06/2019 16:24:57	USD	USD	461000		Debit	$225.00	$225.00	AR09	1805	02	2020	BD Bill Do
BD - Billing Document	FMN	FMNF0198230-001	1				Correct	02	11/06/2019 16:24:57	USD	USD	461000		Credit	($225.00)	($225.00)	AR09	1805	02	2020	BD Bill Do
BD - Billing Document	FMN	FMNF0198230-001	1				Liquidate	02	11/12/2019 15:40:11	USD	USD	461000		Credit	($225.00)	($225.00)	AR09	1805	02	2020	BD Bill Do
BD - Billing Document	FMN	FMNF0199910-001	1				Liquidate	01	11/27/2019 15:49:25	USD	USD	461000		Debit	$4,017.42	$4,017.42	AR09	1800	02	2020	BD Bill Do
BD - Billing Document	FMN	FMNF0199910-001	2				Liquidate	01	11/27/2019 15:49:25	USD	USD	461000		Debit	$36.00	$36.00	AR09	1800	02	2020	BD Bill Do
BD - Billing Document	FMN	FMNF0199910-001	3				Liquidate	01	11/27/2019 15:49:25	USD	USD	461000		Debit	$204.95	$204.95	AR09	1800	02	2020	BD Bill Do
BD - Billing Document	FMN	FMNF0199910-001	3				Original	01	11/27/2019 13:23:20	USD	USD	461000		Credit	($204.95)	($204.95)	AR09	1800	02	2020	BD Bill Do

NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of "Fleet", enter the Bill/Statement Number, Date range and any additional billing detail that can be provided. Users should not execute "Blind" queries, meaning no search criterion is entered.

- To search for form or document information, enter applicable search criteria and Select the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and Select the Details button.

4.6.11.2 Search Criteria - User-Defined Field Descriptions

The GL Account Detail Query provides the ability to query Statements. The listing of User-Defined fields on the GL Account Detail Query is available at **BAAR User Guide 9 of 10, Section B.7**.

4.6.11.3 Executing a Query Using GL Account Detail Query

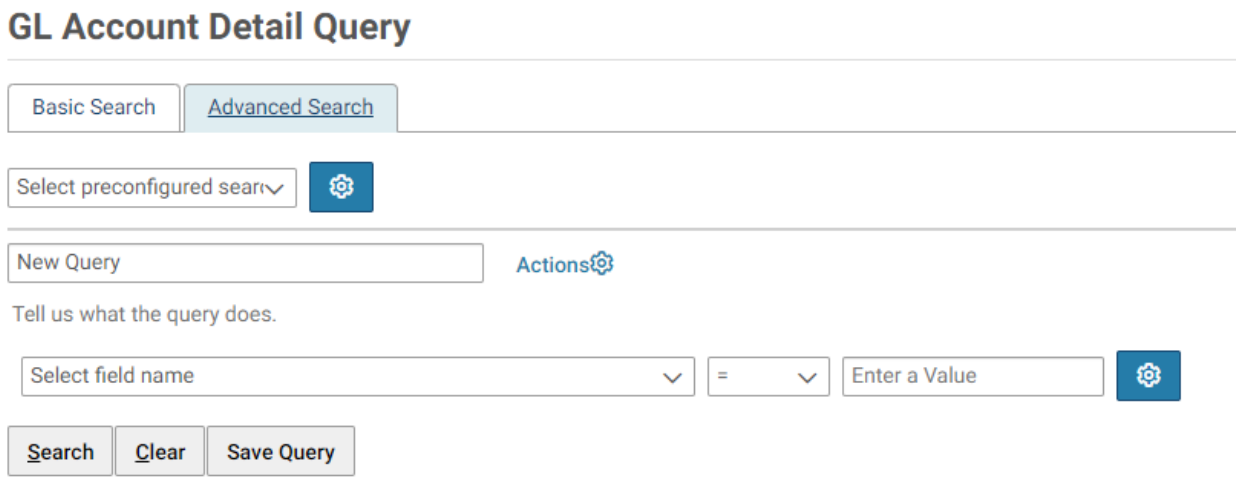
NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of "Fleet", enter the Bill/Statement Number, Date range and any additional billing detail that can be provided. Users should not execute "Blind" queries, meaning no search criterion is entered.

Steps to Execute a Query Using the GL Account Detail Query:

1. In Pegasys navigate to Queries → General Ledger → GL Detail Query.

   The GL Account Detail Query page is displayed.

Figure 125: GL Account Detail Query

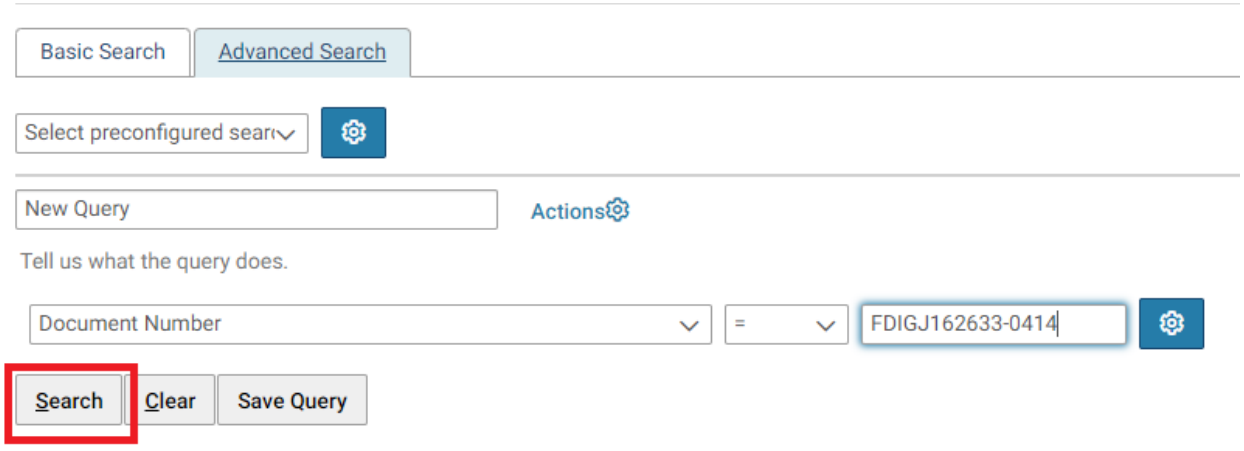


2. Enter the search criteria.

   NOTE: Query performance is improved with each additional search criteria entered. For example, rather than simply entering business line of "Fleet", enter a Document Number, Date range and any additional billing detail that can be provided. Users should not execute "Blind" queries, meaning no search criterion is entered.

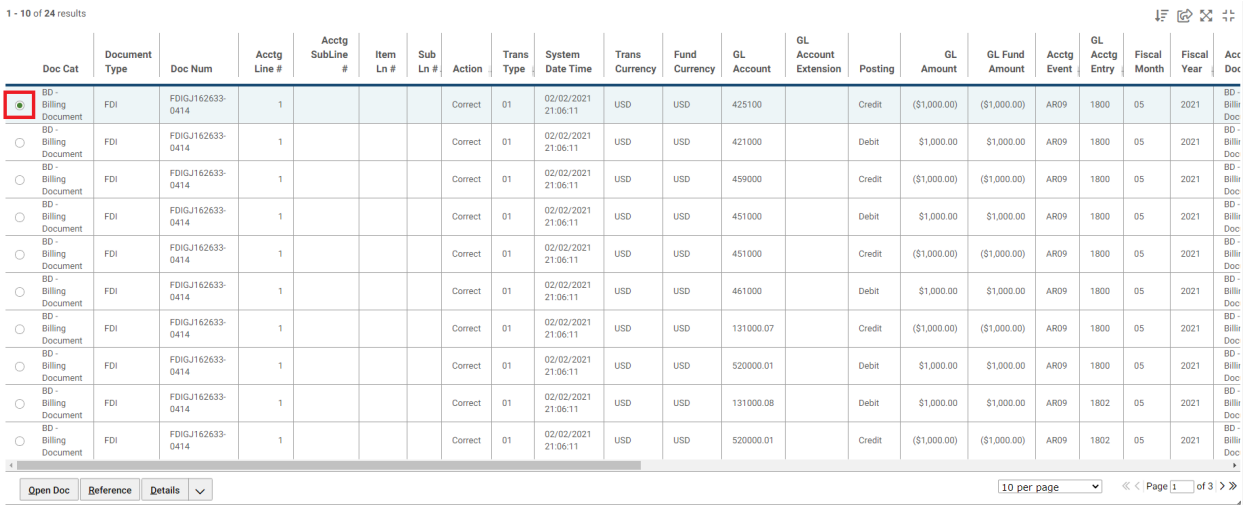
3. Select the **Search** button to execute the query.

Figure 126: Search



4. Select a detail record from the Item collection.

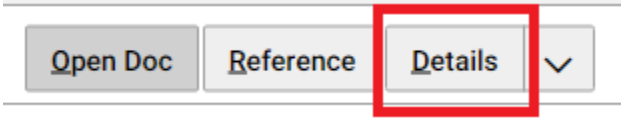
Figure 127: Selecting a Record



5. To view the detail information, select the **Detail** button.

   NOTE: The user can view spending adjustment, FACTs attributes, Referencing information or open the document from the GL Account Detail Query item collection. Select the appropriate action button to complete the desired action.

Figure 128: Details button on GL Account Detail Query



6. On the Detail page, the user can view the document or review the detail information.

Figure 129: Details Page on GL Account Detail Query

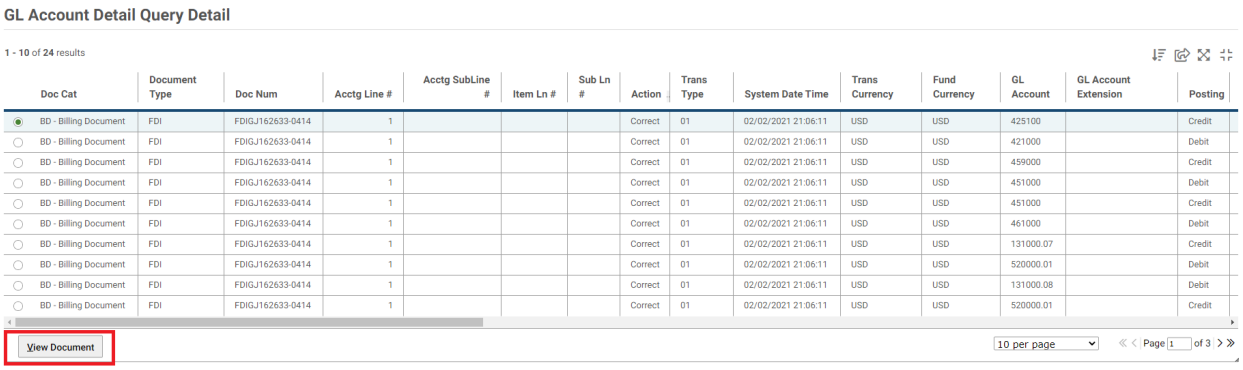
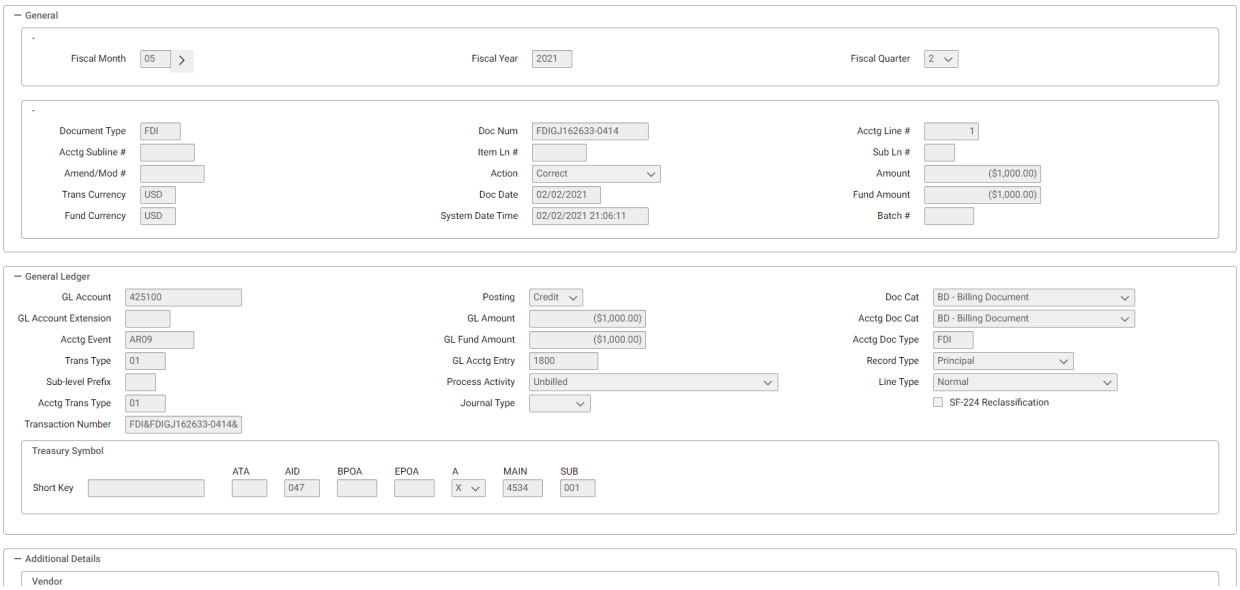


Figure 130: Details Page Information



4.6.11.4 Flexible Postings Review on the GL Account Detail Query

Pegasys provides the ability to "flexibly post" transactions, allowing General Ledger postings to be made against different GL accounts based on aspects recorded on the transaction. For example, GSA may need to report balances on cash receipts from another government agency separately from cash receipts from the public. Defining flexible postings therefore enables GSA to automatically post to the correct GL accounts based on transaction specific data. Flexible postings are defined on the Transaction Definition Maintenance table and can be configured for each transaction definition in the system.

Flexible postings enable the user to differentiate general ledger postings based on entered accounting data without requiring training the user to use a different transaction type.

For example, A Fleet Billing Document (BD), document type FMI would initially be recorded with a transaction type of "01". The associated Transaction Definition has been defined with the following:

Table 2: Fleet Billing Document

Doc Type	Trans Type	Actg Event	GL Actg Entry	Use Flexible Posting
FMI	01	AR09	1800	T

Since the 'Use Flexible Posting' field is set to True, Pegasys will then look at the Flexible Transaction Definitions Options box for the rules governing the flexible postings (not all possible dimensions are shown below).

Table 3: Flexible Transaction Definitions Options

Fund Posting	Program Posting	Project Posting	Function Posting	Revenue Source Posting
None	None	None	Code	None

The transaction definition consisting of document type **FMI** and transaction type 01, therefore, can use the Activity accounting dimension to flexibly post. Pegasys then uses the additional pieces of information and looks at the Flexible Transaction Definition window to find the accounting entry that matches the additional information.

The specific posting information contained on a transaction definition record based on the above accounting event example is shown below:

Table 4: Posting Information

Activity	Actg Entry
FE115	1801

According to the flexible posting definition shown above, if the Activity on the Billing Document (BD) is **not** FE115, then the GL Account Entry would be 1800 (as shown in the first table). If the Activity on the Billing Document (BD) is FE115, then the GL Account Entry would be 1801.

The General Ledger postings would then be made based on the GL Account Entry defined by the transaction definition. The proprietary debits/credits are displayed below for both GL Account Entries, 1800 and 1801:

Table 5: Proprietary Debits/Credits

Doc Type	Trans Type	Actg Event	GL Actg Entry	Activity	GL - Debit	GL - Credit
FMI	01	AR09	1800	None	1310.07	5200.01
FMI	01	AR09	1801	FE115	1310.07	5900.01

NOTE: Additional budgetary GL impacts occur, but are not shown in the above chart as they are the same for both GL Account Entries.

4.6.12 Query IPAC Rejections (IPAC Staging Query)

As part of each step in the life cycle, Pegasys assigns an IPAC Status. The IPAC Status is a Pegasys- specific status that is used to track the Pegasys IPAC transaction in its interaction with Treasury.

Once the IPAC file has been created by the IPAC Outbound Bulk File Generation process, the file is uploaded to Treasury via the IPAC System, and each transaction is set to an IPAC Status of "IPAC In Transit". While Pegasys performs edit checks on the IPAC transactions from DBR creation to the running of the GSIPACXWOT and GSIPACBKFG process and file creation, Treasury performs additional validations on the information they receive via IPAC. If transactions do not pass the Treasury validations, the transactions are considered Rejected by IPAC.

Treasury will provide information back to the USDA point of contact outside of the Pegasys system in order to identify and correct the Rejected transactions. Typically, the point of contact will follow an automated process, using the information received from Treasury to create an input file for the GSUPDIPAC batch process to set both the IPAC Status and Billing Status from "IPAC In Transit" to "Rejected by IPAC" on the rejected transactions. If users make the necessary updates, users can also use the GSUPDIPAC batch process to set the transactions' IPAC Status from "Rejected by IPAC" to 'Ready for IPAC' so that the transaction will be re-selected in the next IPAC processing back to Treasury.

4.6.12.1 Steps to set the status for Rejected Transaction from "In Transit" to "Rejected by Treasury"

The following steps describe how a user would manually update the G-Invoicing/IPAC Status and Billing Status (if necessary) of transactions deemed Rejected by Treasury - in Pegasys this manual update involves changing the IPAC Status from "In Transit" to "Rejected by Treasury", changing the Billing Status from "Billed" to "Unbilled", and changing the Selected for IPAC status from "Yes" to "No". The following steps also describe how a user can manually change the IPAC Status from "Rejected by Treasury" to "Ready to Send" after making the appropriate changes, so that GSIPACXWOT and GSIPACBKFG will pick the transaction back up and resubmit it to Treasury.

To search for and update IPAC transactions from an "In Transit" to "Rejected by Treasury" status OR set the IPAC status from a "Rejected by Treasury" to "Ready to Send" status, follow the steps below:

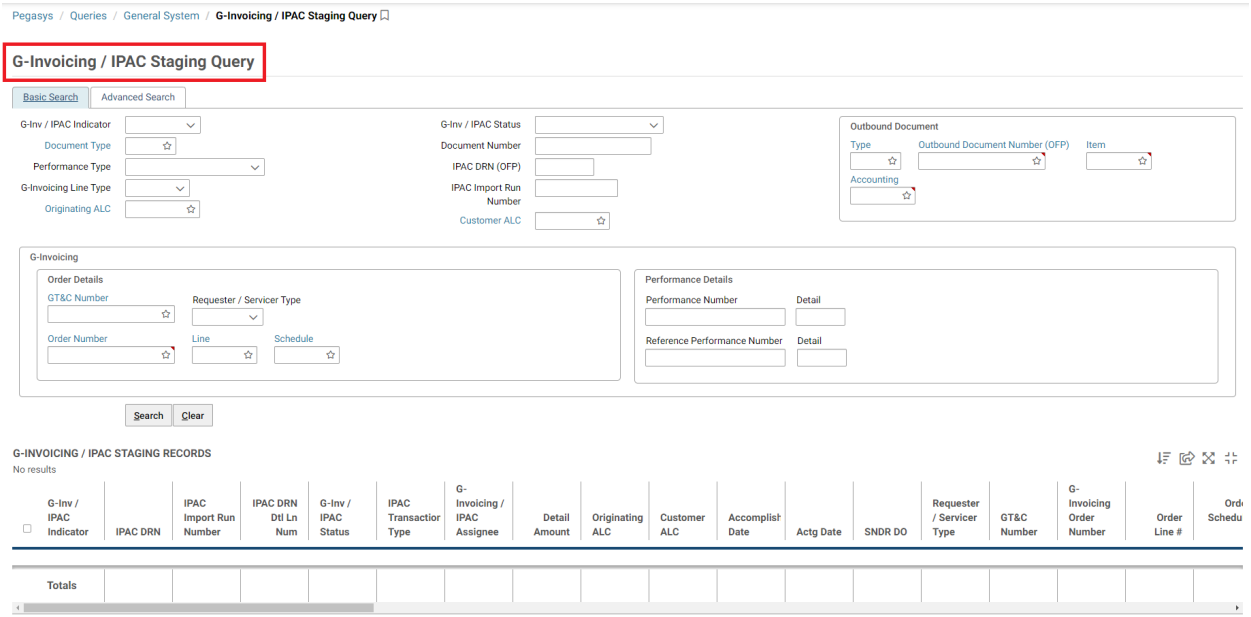
NOTE: Query performance is improved with each additional search criteria entered. Users should not execute "Blind" queries, meaning no search criterion is entered.

Steps to set G-Invoicing/IPAC Status from "In Transit" to "Rejected by Treasury" after identifying a Rejected Transaction:

1. Navigate to Queries → General System → G-Invoicing/IPAC Staging Query.

   The G-Invoicing/IPAC Staging Query page is displayed.

Figure 131: G-Invoicing/IPAC Staging Query



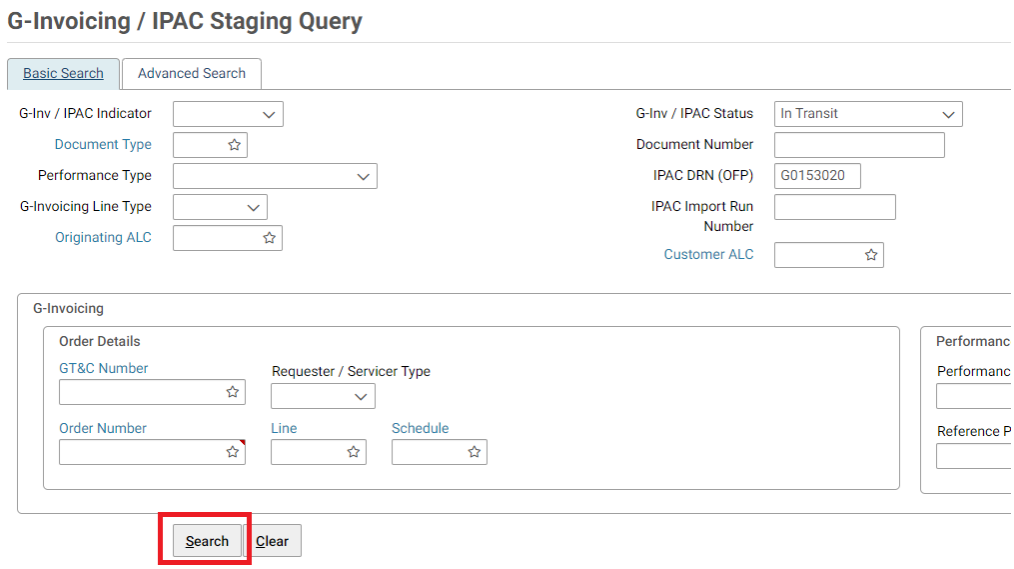
2. Enter the desired and appropriate search criteria, such as **IPAC DRN** or Outbound Document Number.

   To search for "In Transit" transactions in order to update to "Rejected by Treasury" (those transactions that have been rejected by Treasury), select the "In Transit" from the G-Invoicing/IPAC Status Drop Down on the Basic Search tab, then search.

   NOTE: Query performance is improved with each additional search criteria entered. Users **should not** execute "Blind" queries, meaning no search criterion is entered.

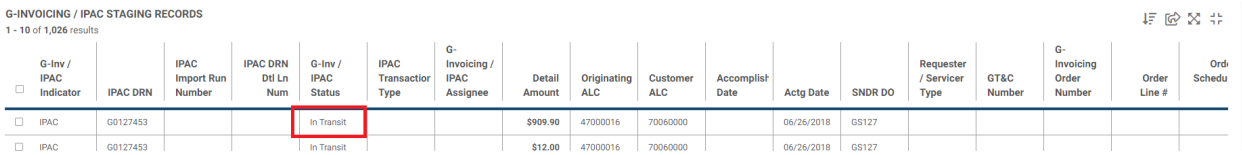
3. Select the **Search** button.

Figure 132: G-Invoicing/IPAC Staging Query - Search Button



The results are returned in the Item Collection.

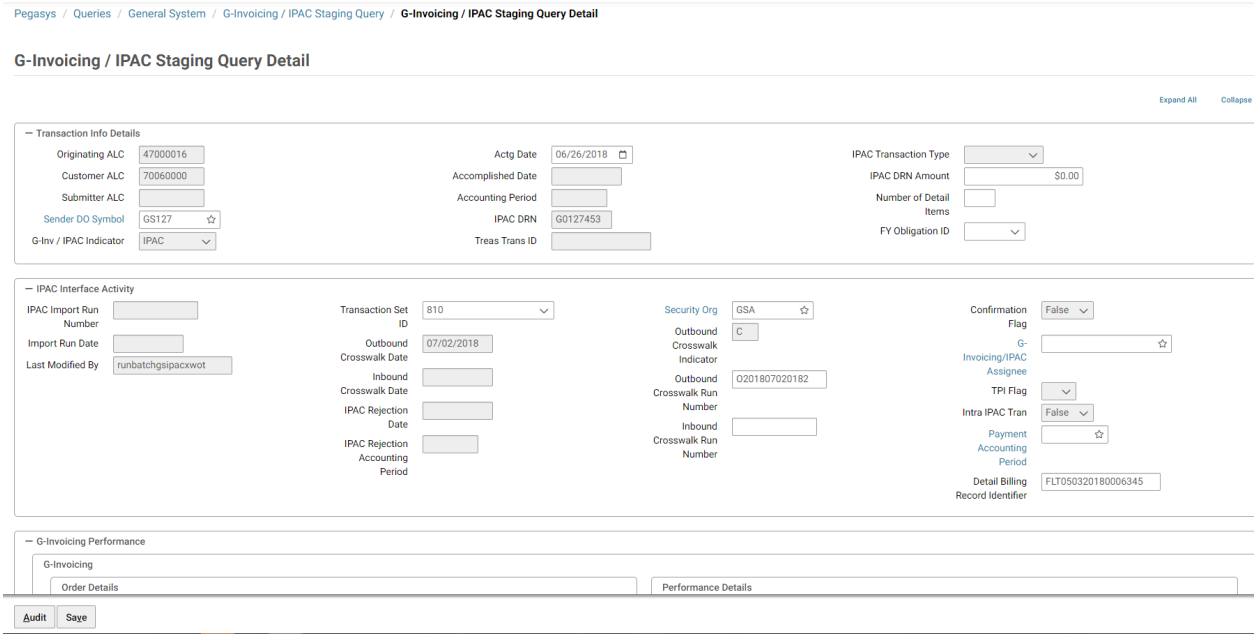
Figure 133: IPAC Staging Query- Item Collection - IPAC Status



4. Select a detail record from the Item Collection.
5. Select the **Details** button.

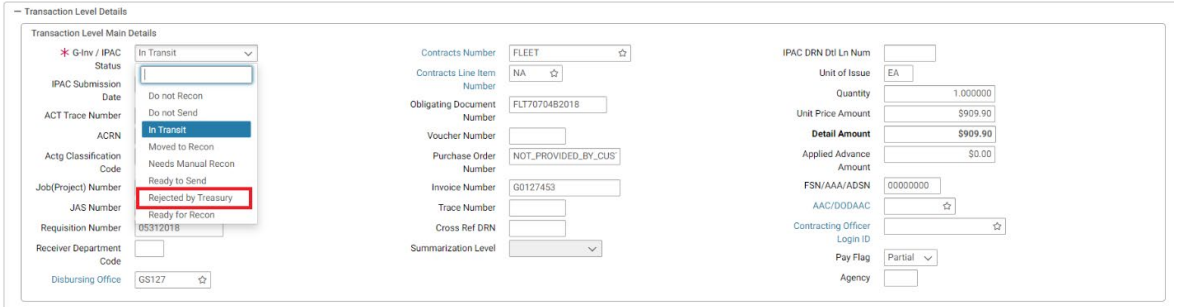
   The G-Invoicing/IPAC Staging Query Detail page is displayed.

Figure 134: G-Invoicing/IPAC Staging Query Detail Page – G-Invoicing/IPAC Status



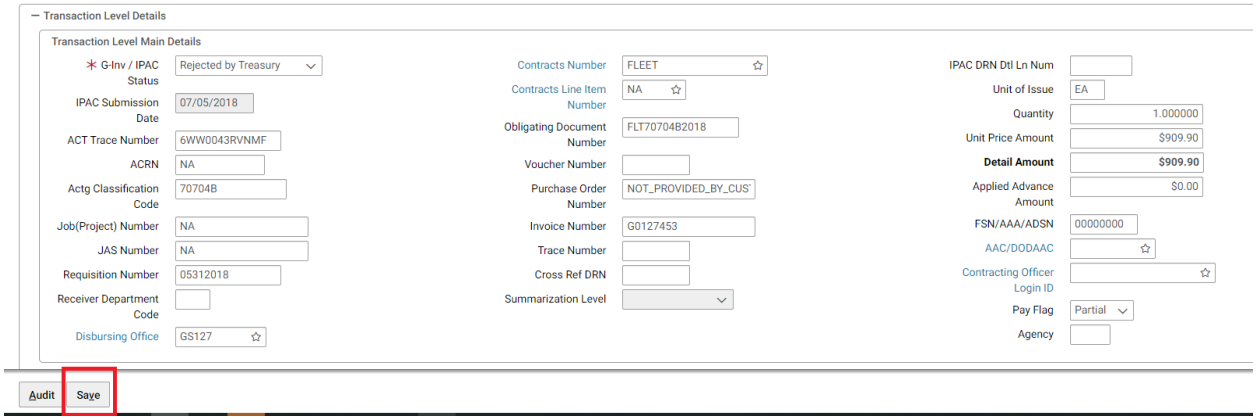
6. To update the G-Invoicing/IPAC Status select the G-Invoicing/IPAC Status Dropdown and select the appropriate status.

Figure 135: IPAC Staging Query Detail Page – G-Invoicing/IPAC Status Drop Down



7. Select **Save**.

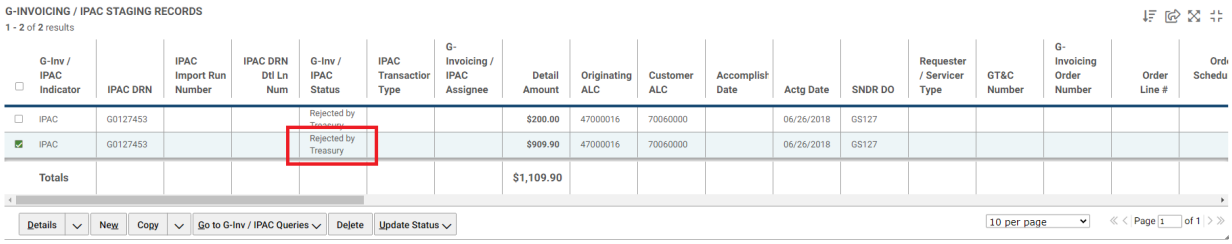
Figure 136: Save Button – G-Invoicing/IPAC Staging Query



The Action was successful message appears.

8. Select the **G-Invoicing/IPAC Staging Query** tab.
9. Search for IPAC DRN again.
10. The Record is now in a "Rejected by Treasury" status.

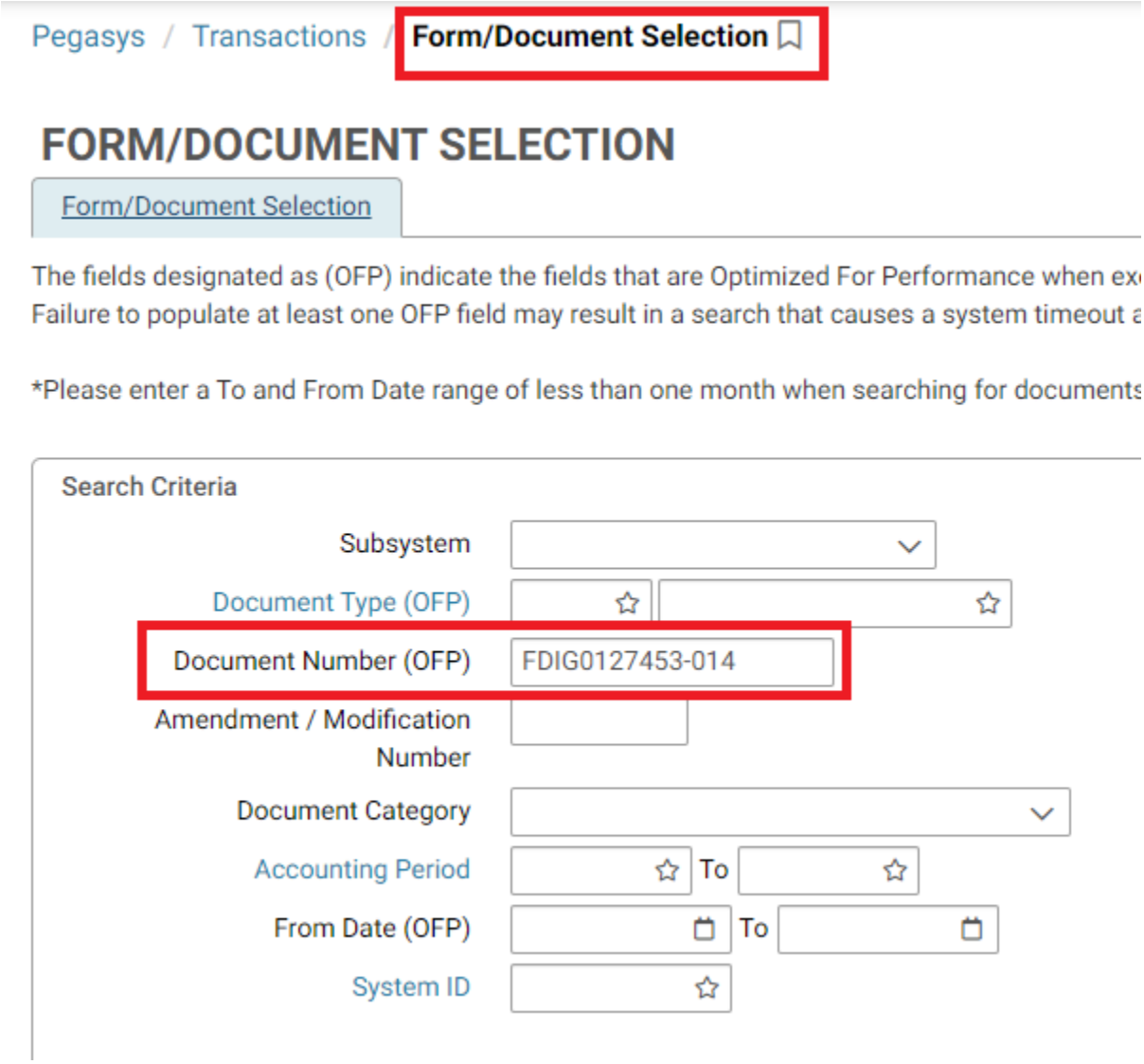
Figure 137: Rejected by Treasury



11. To update the Billing Status of the Accounting Lines, Navigate to Form/Document Selection and search for your Document Number.

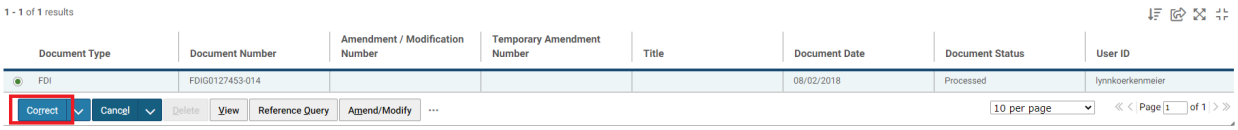
    NOTE: The user would update the Billing Status from "Billed" to "Unbilled" in order to resubmit the rejected transaction to Treasury via IPAC to state the transaction is updated to unbilled when initially rejected in order to show the funds in the unbilled account. The subsequent running of the GSIPAXWOT and GSIPACBKFG processes will set the transactions back to billed when they are re-submitted to Treasury.

Figure 138: Form/Document Selection - Document Number



12. Select the returned document in the Item Collection and Select **Correct.**

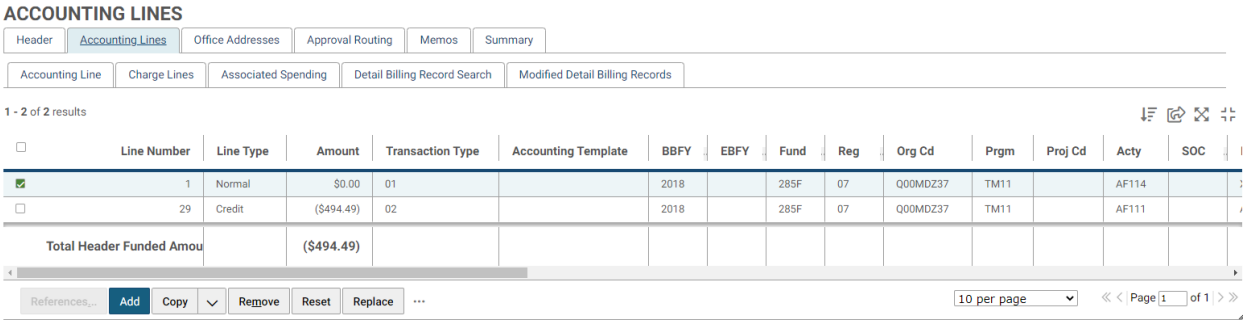
Figure 139: Correct Button



13. Select the **Accounting Lines** tab and select the **Accounting Line** link.

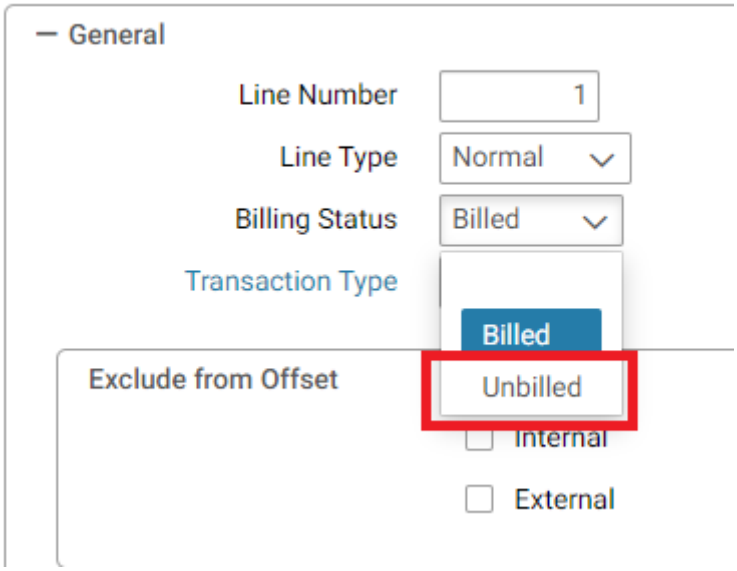
    NOTE: If the entire BD was rejected from Treasury, all accounting lines will need to be updated by repeating the steps.

Figure 140: Header Accounting Line for Correct Document



14. Set the Billing Status to "**Unbilled**".

Figure 141: Billing Status



15. Select the **Verify** button.

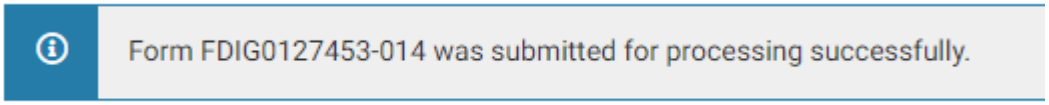
    NOTE: If any errors exist, a message will appear at the top of the page displaying the error(s) encountered. Correct the errors and select the Verify button again.

    NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

16. Select the **Submit** button.

    If no errors are encountered upon selecting the Submit button a message appears stating that the form has been submitted for processing.

Figure 142: Submission Message



17. Navigate back to Form/Document Selection and query the document following the steps above in order to confirm the updates have processed successfully.

    NOTE: Querying the document is an optional step, but a good habit when submitting corrections/amendments.

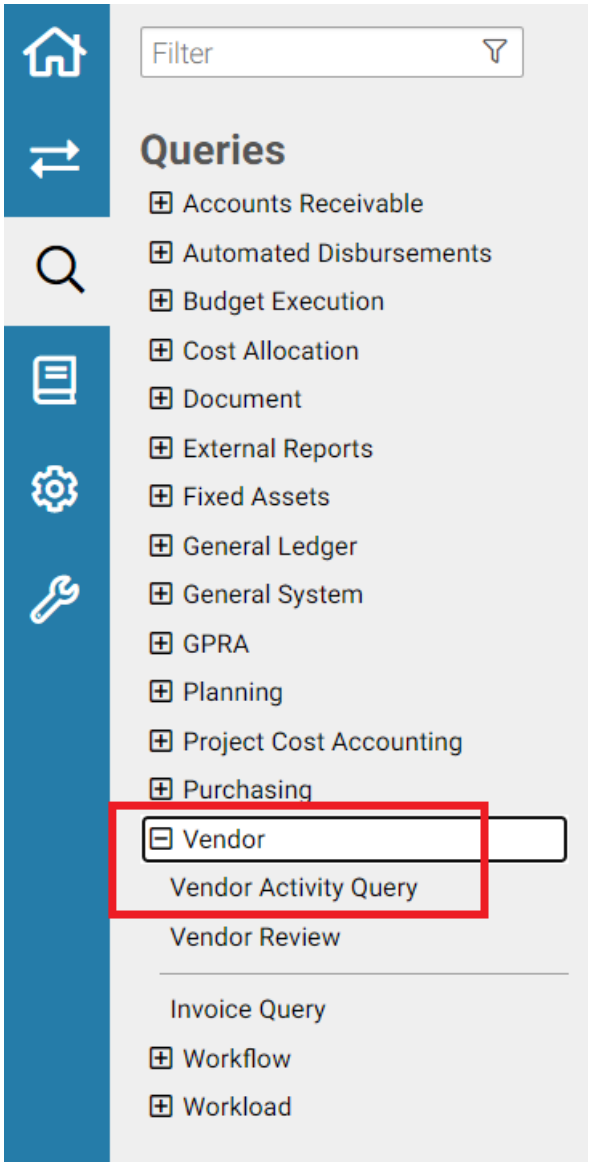
18. **NOTE:** Once review is complete and the user makes necessary corrections to the Rejected transaction and is ready to send it to Treasury, the Rejected by IPAC Staging Record should be deleted, and the Selected for IPAC status on the Billing Document line should be set to No. The subsequent running of the GSIPAXWOT and GSIPACBKFG processes will re-submit the transactions to Treasury.

4.6.13 Vendor Activity Query

The Vendor Activity query is a powerful tracking and querying tool used to access detailed vendor account information. While a vendor may be referenced thousands of times in many different types of documents, the Vendor Activity query provides a way to quickly view and access interactions involving the vendor. Maintaining a history of vendor interactions is very important to the agency's accountability. The Vendor Activity query enables the user to gather critical vendor information whenever the user needs it.

For more information about the Vendor Activity Query, please refer to the Pegasys User Guide.

Figure 143: Vendor Activity Query



4.6.13.1 **Search Parameters and Results**

The Vendor Activity query provides the opportunity to view amounts for the vendor in the system currency, while also providing a view of each individual address code belonging to the vendor.

The Vendor Activity query is organized as a notebook and records several types of information. It contains the following buttons, pages and tabs (Select each tab for more information). An asterisk (*) indicates a required field.

For the Vendor Activity Query Search Criteria field definitions, see **Section 4.6.13.3**.

Figure 144: Vendor Activity Query Search Criteria

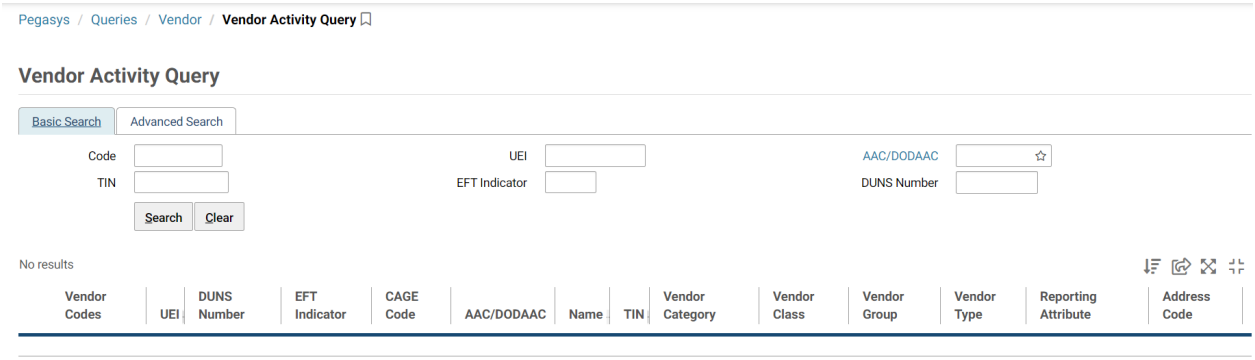
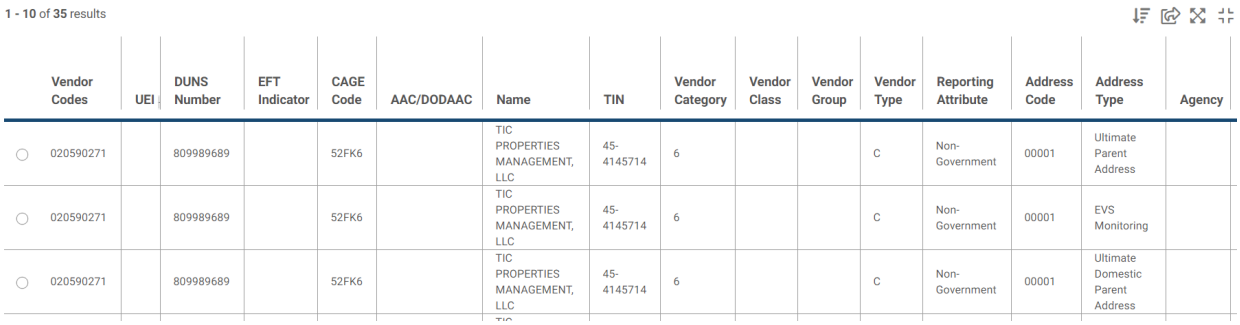


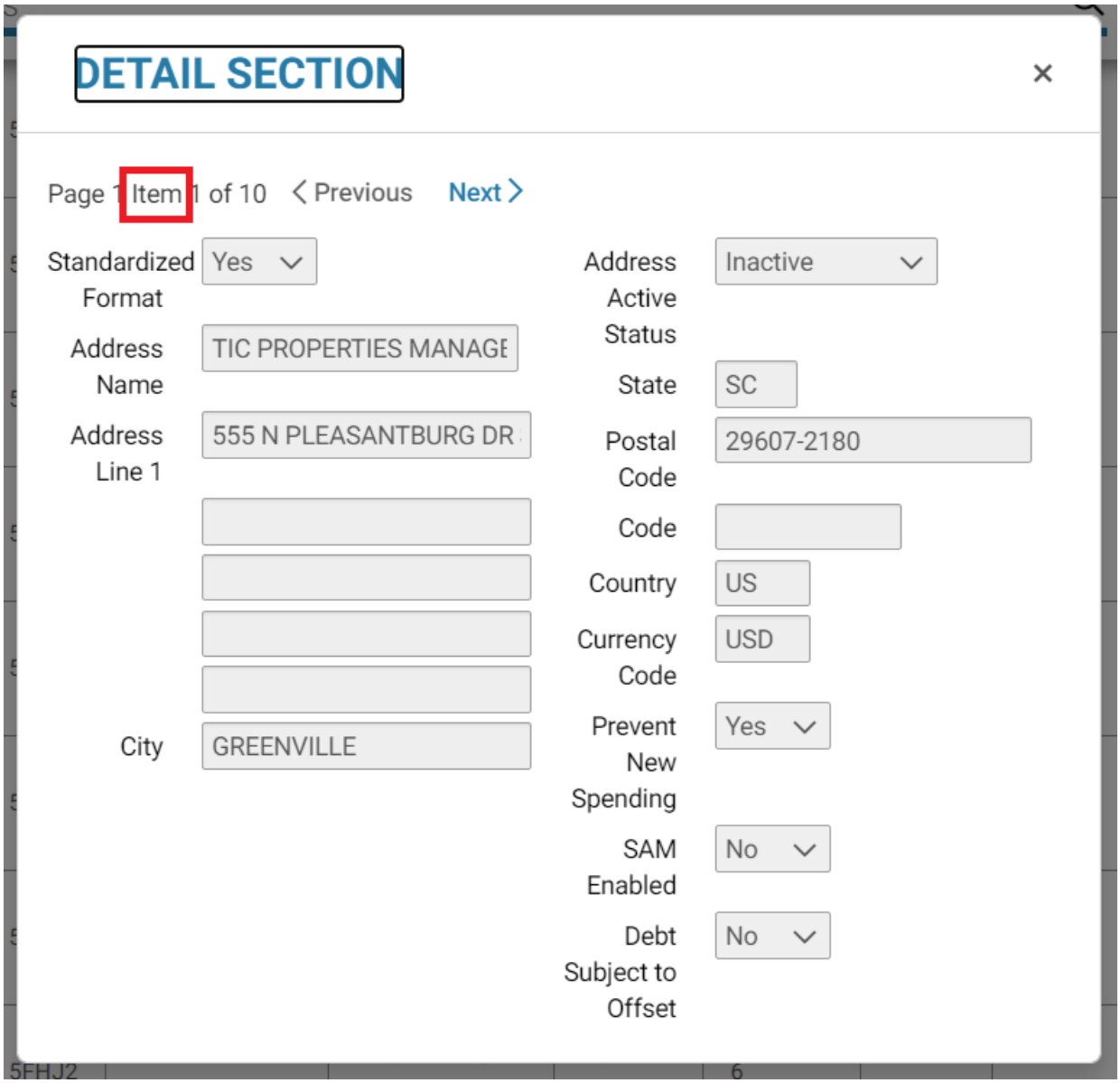
Figure 145: Vendor Activity Query Item Collection - Select Vendor



- To search for Vendor information, enter applicable search criteria and Select the Search button.
- To view the details of a record, select the radio button next to the record in the item collection and Select the Details button.

The Vendor Activity Query can also provide a quick glimpse at the vendor information by using the pop up functionality. When a user Selects the “More” button, a pop up window will display additional information about the vendor record selected.

Figure 146: Vendor Activity Query More Button

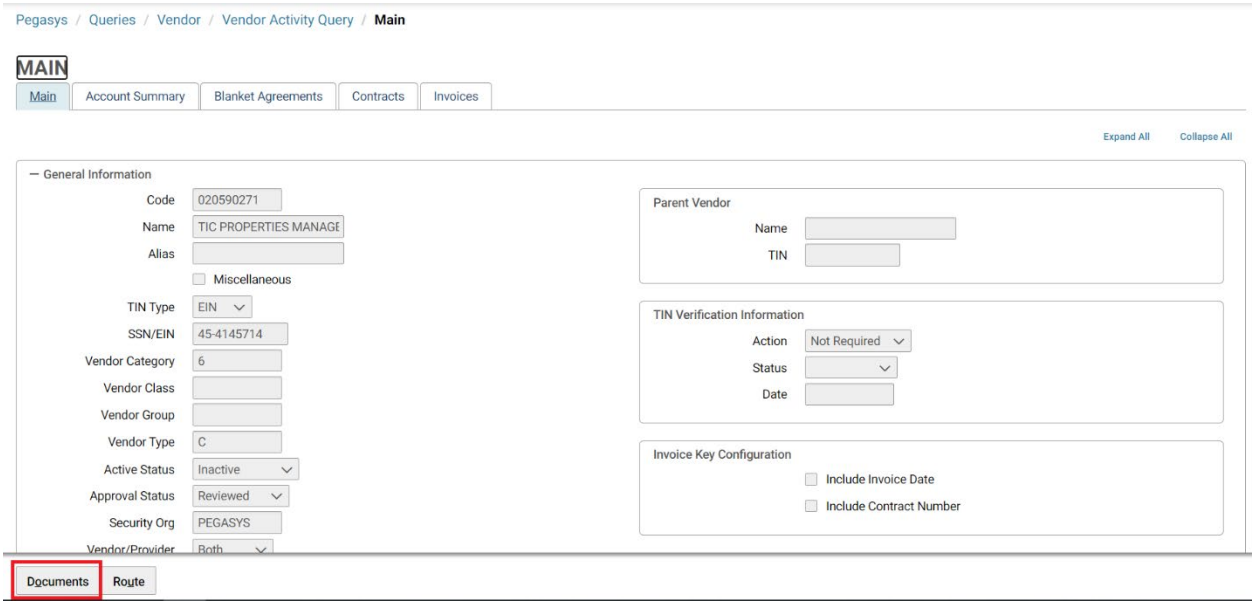


The “More” button functionality allows users to scroll through the vendor records quickly by using the arrows on the item.

4.6.13.2 **Query Details**

From the detail page of the Vendor Activity Query, users can view the vendor information, go to the account summary details page, or view the documents associated with the vendor.

Figure 147: Vendor Activity Query Details Page



4.6.13.3 Search Criteria - User-Defined Field Definitions

The listing of User-Defined fields on the Vendor Activity Query is available at **BAAR User Guide 9 of 10, Section B.8 Appendix**.

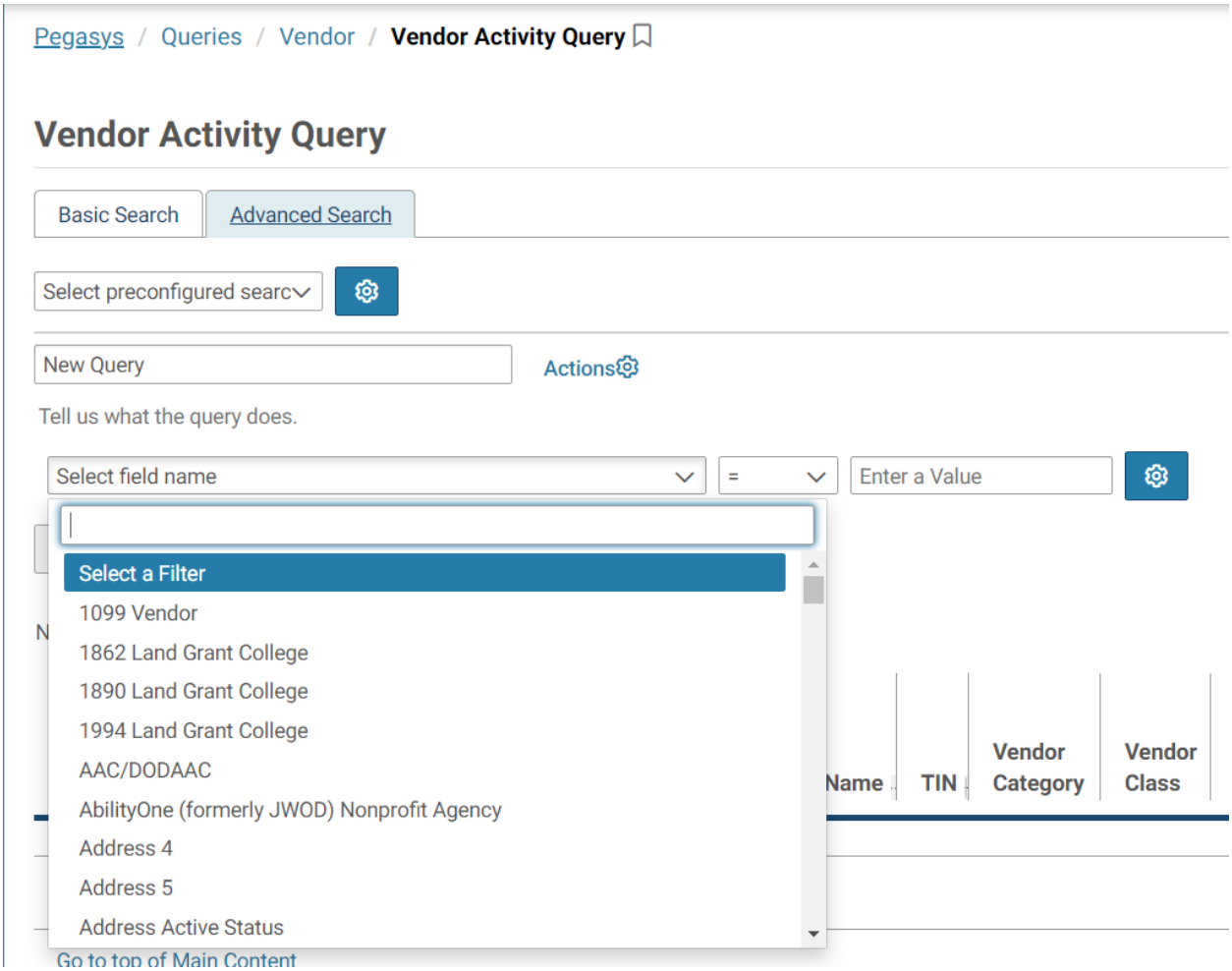
4.6.13.4 Execute a Query Using the Vendor Activity Query

Steps to Execute a Query Using the Vendor Activity Query:

1. Navigate to Queries → Vendor → Vendor Activity Query

   The Vendor Activity Query page is displayed.

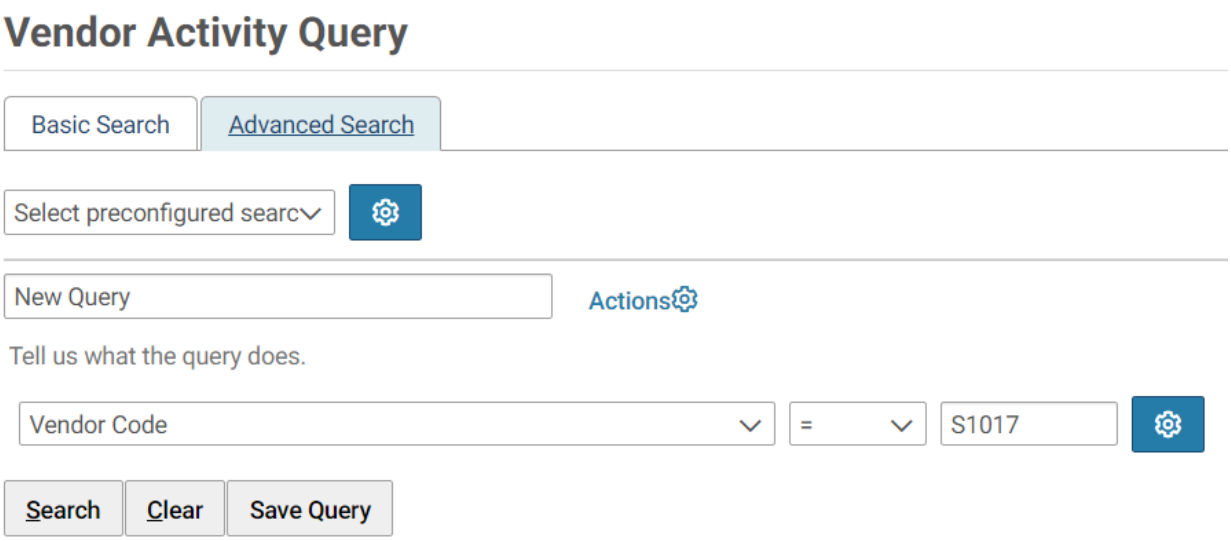
Figure 148: Vendor Query - Advanced Search



2. Enter the search criteria.

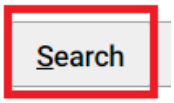
   NOTE: Query performance is improved with each additional search criteria entered. For example, enter the Vendor Code, or agency information and any additional detail that can be provided. Users should not execute "Blind" queries, meaning no search criterion is entered.

Figure 149: Vendor Query Advanced Search Criteria



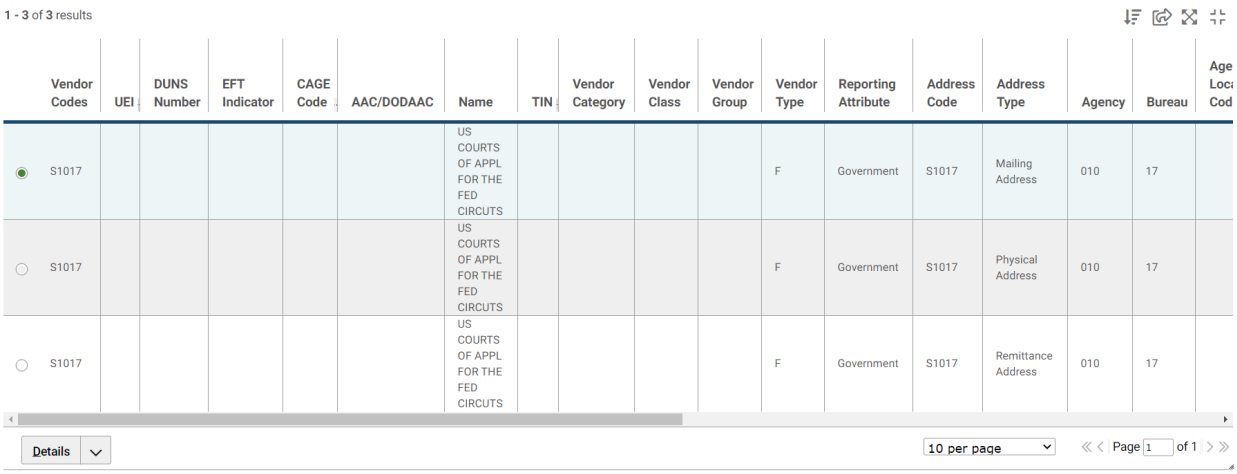
3. Select the **Search** button to execute the query.

Figure 150: Vendor Query - Search Button



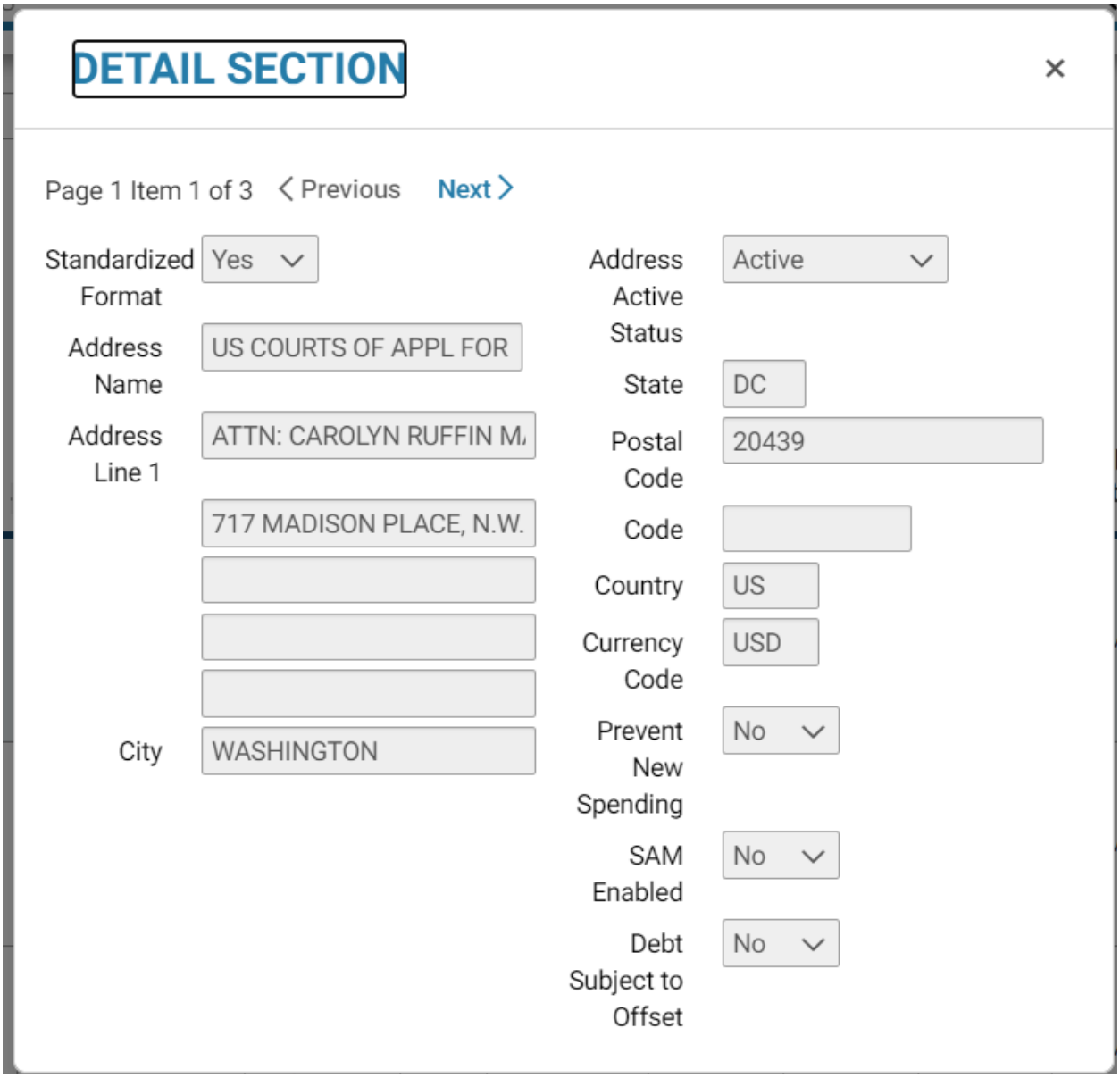
Vendor Activity records matching the input search criteria are returned in the Item Collection.

Figure 151: Vendor Activity Query Item Collection



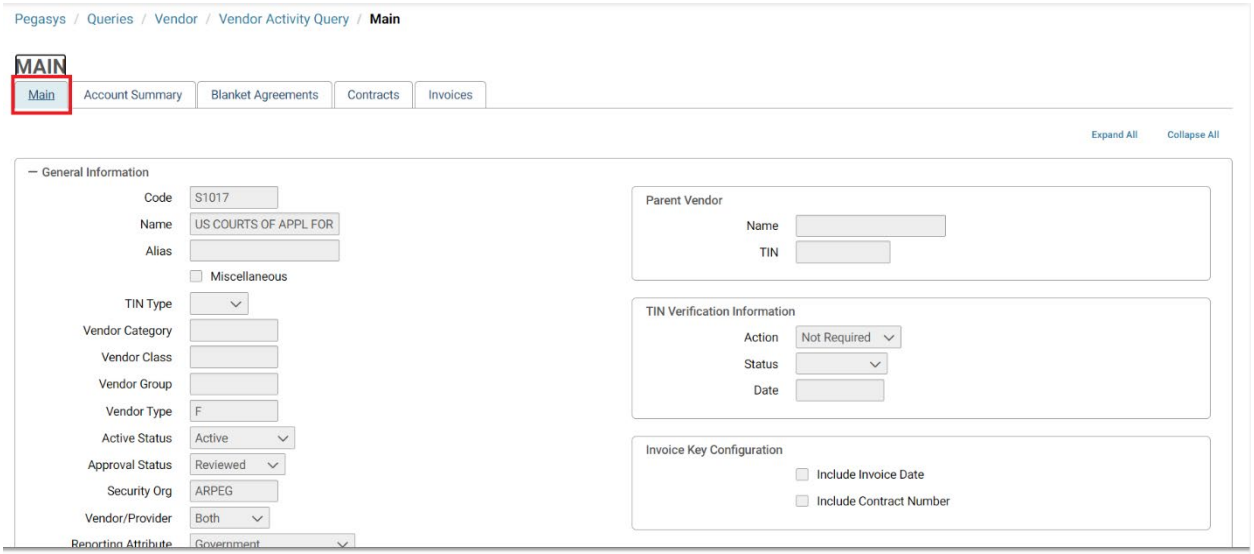
4. To view additional information about the vendor address, Select the **More** button.

Figure 152: Vendor Address Detail Section



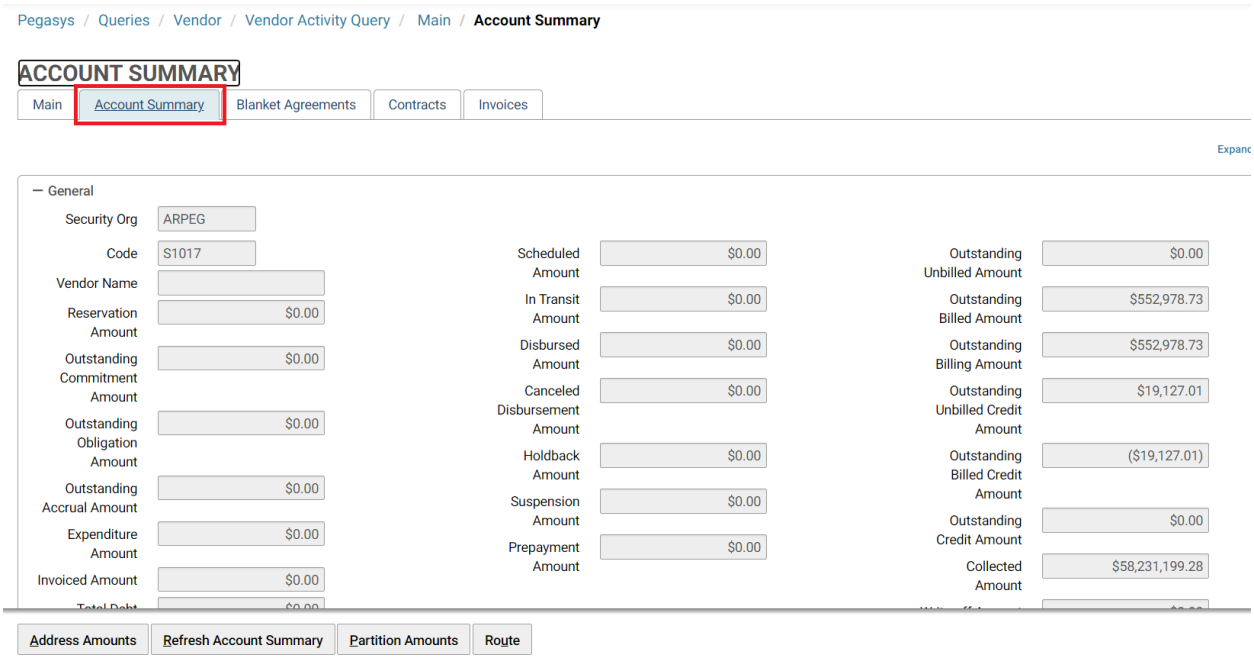
5. Close the popup and Select **Details** to view the vendor information details.

Figure 153: Details Page



6. Select the **Account Summary** tab to view the balance information.

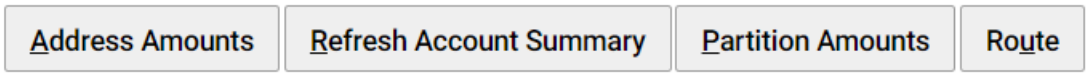
Figure 154: Account Summary Tab - Vendor Query Detail Page



7. Select the desired action button to view or refresh the information.

   NOTE: GSA does not use Blanket agreements, Contracts or Invoices with Phase 1 BAAR Customers (vendor accounts).

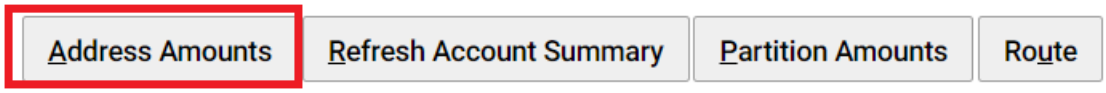
Figure 155: Actions



8. To view the amounts by Vendor Address line, Select the **Address Amount** buttons.

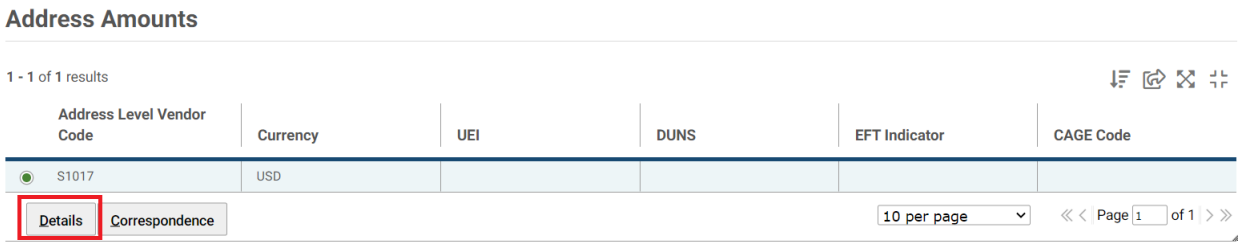
   NOTE: A new window will be opened.

Figure 156: Address Amounts Button



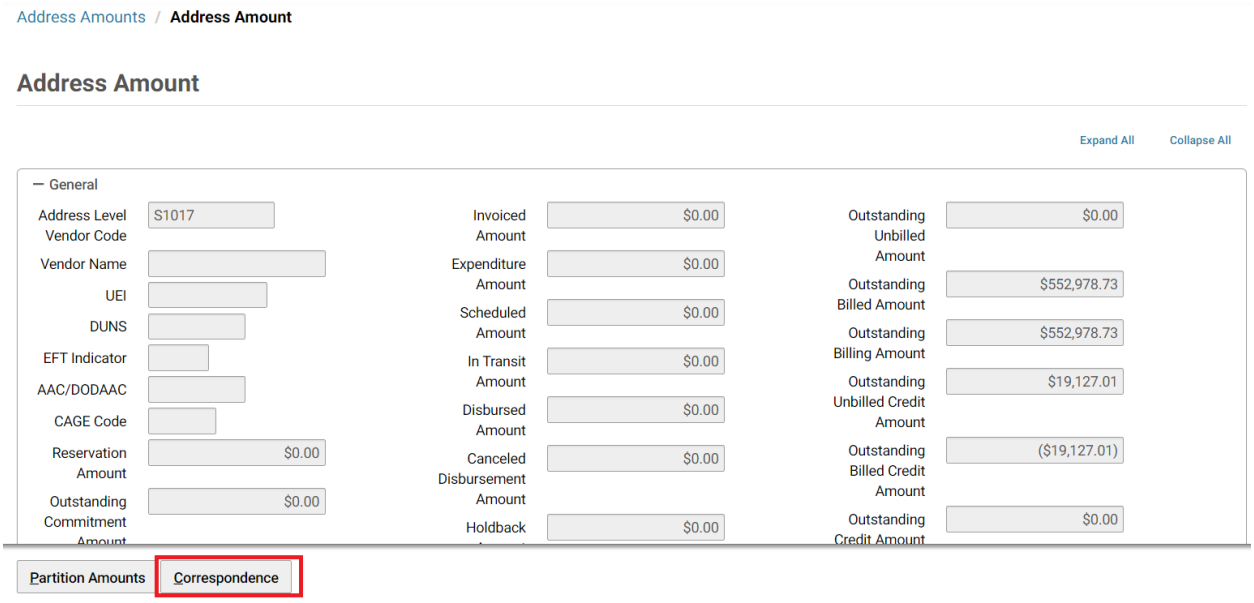
9. Select the Address level vendor record and Select details to view the detail information.

Figure 157: Vendor Activity Query Details Button



The Address level balances are displayed. To view or add correspondence, Select the Correspondence button.

Figure 158: Vendor Activity Query - Correspondence Button



4.6.13.5 Add Account Level Correspondence from Vendor Activity Query

Pegasys Accounts Receivable Correspondence functionality enables users to communicate electronically with GSA customers (and vice versa) regarding statements and collections. Correspondence is documented within Pegasys and can be researched and referred to in efforts to better assist GSA customers.

The correspondence template used to create a correspondence record is designed to extract pertinent information regarding the communication. Additionally, users can determine whether Pegasys-created correspondence records should be publicly published (i.e., transmitted to VCSS to be viewed by the customer) or should remain as internal correspondence. Users are also provided the option to send emails containing the correspondence text to customers.

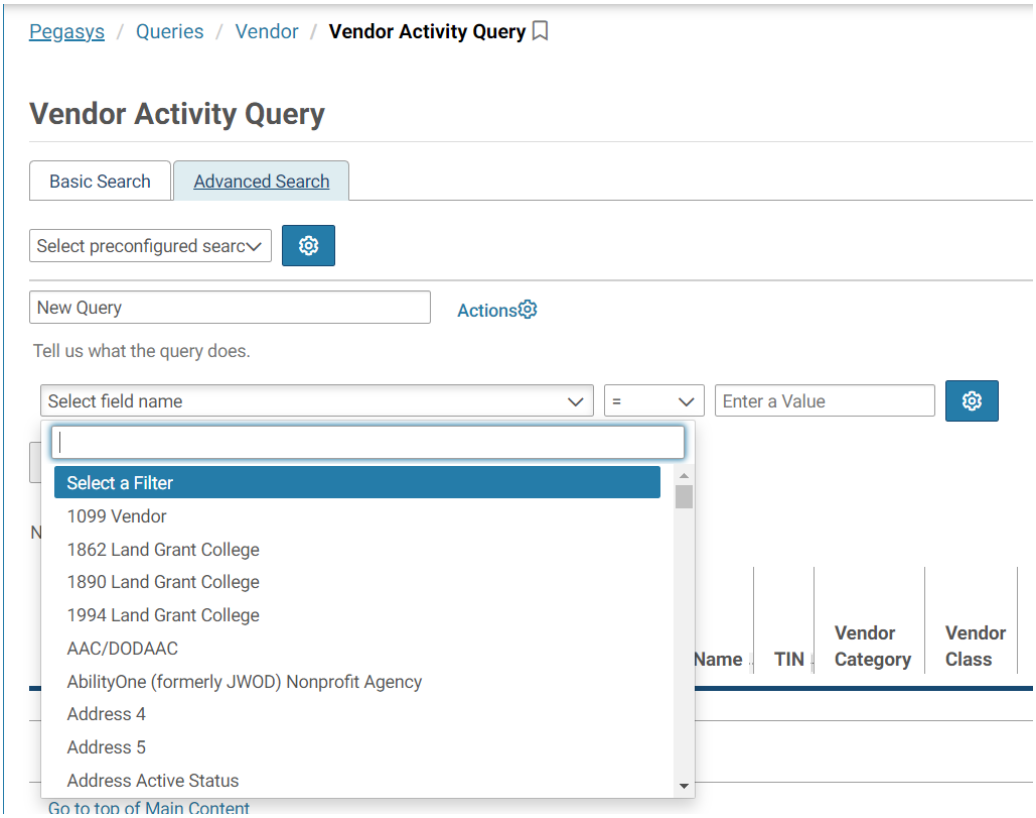
Account level correspondence can be created and viewed by users from the Vendor Activity Query. Account level correspondence is then associated with, and can be accessed from, the specific vendor account via the Vendor Activity Query.

To add correspondence to a vendor account record via the Vendor Activity Query, follow the steps below.

Steps to Create an Account Level Correspondence Record via the Vendor Activity Query:

1. Navigate to Queries → Vendor → Vendor Activity Query.

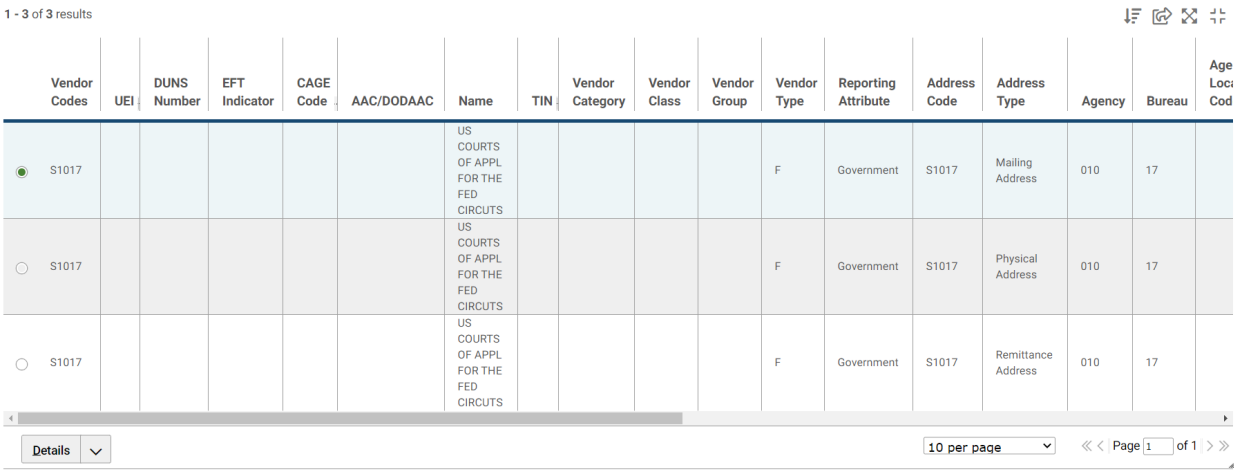
Figure 159: Vendor Query Search Criteria



2. Enter appropriate search criteria and select **Search**.

   Vendor Activity records matching the input search criteria are returned in the Item Collection.

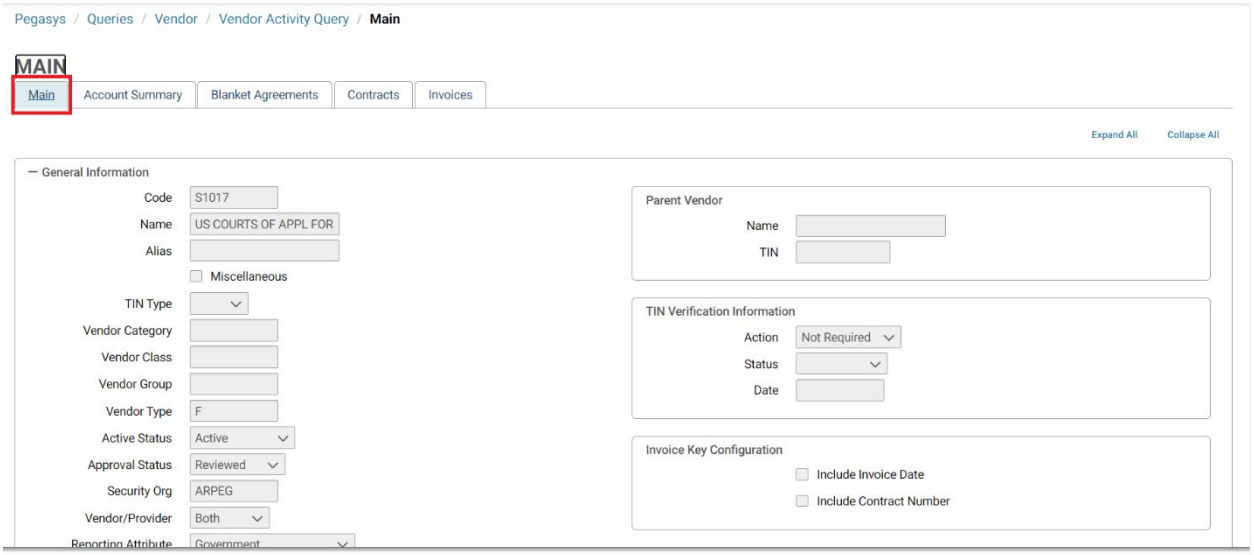
Figure 160: Vendor Search Query - Item Collection



3. Select the desired vendor record in the item collection and select **Details**.

   The Vendor Activity Query Main tab is displayed.

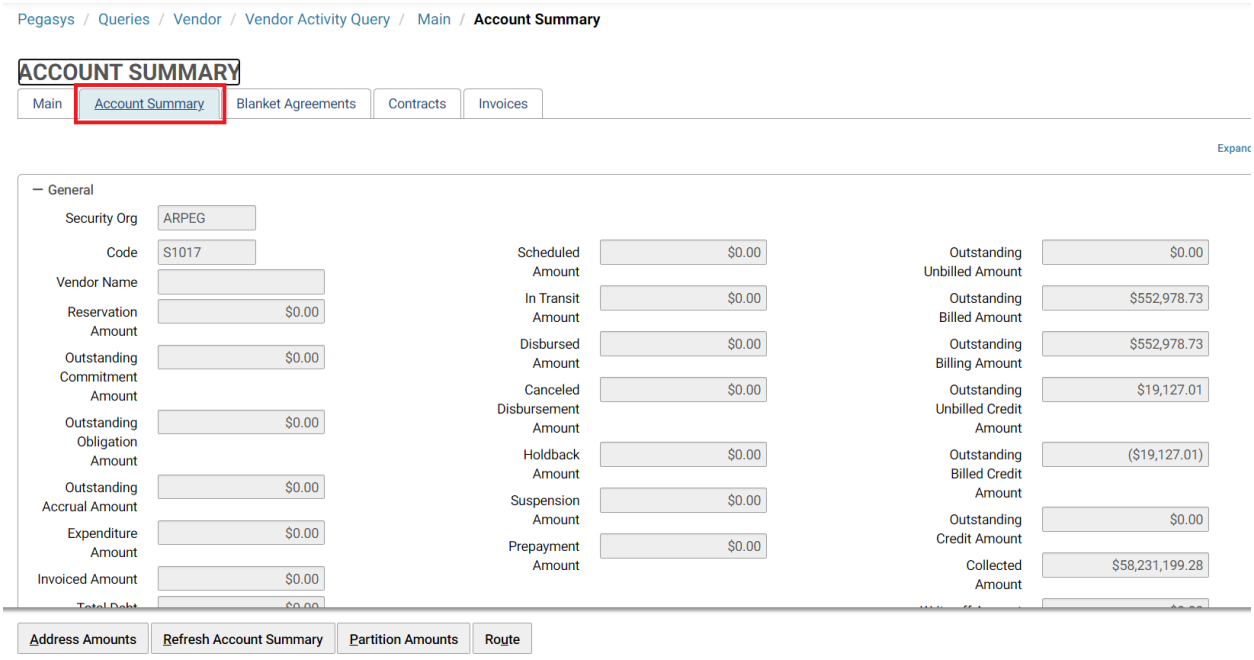
Figure 161: Vendor Activity Query Main Tab



4. From the Vendor Activity Query Detail page, select the **Account Summary** tab.

   The **Account Summary** tab is displayed.

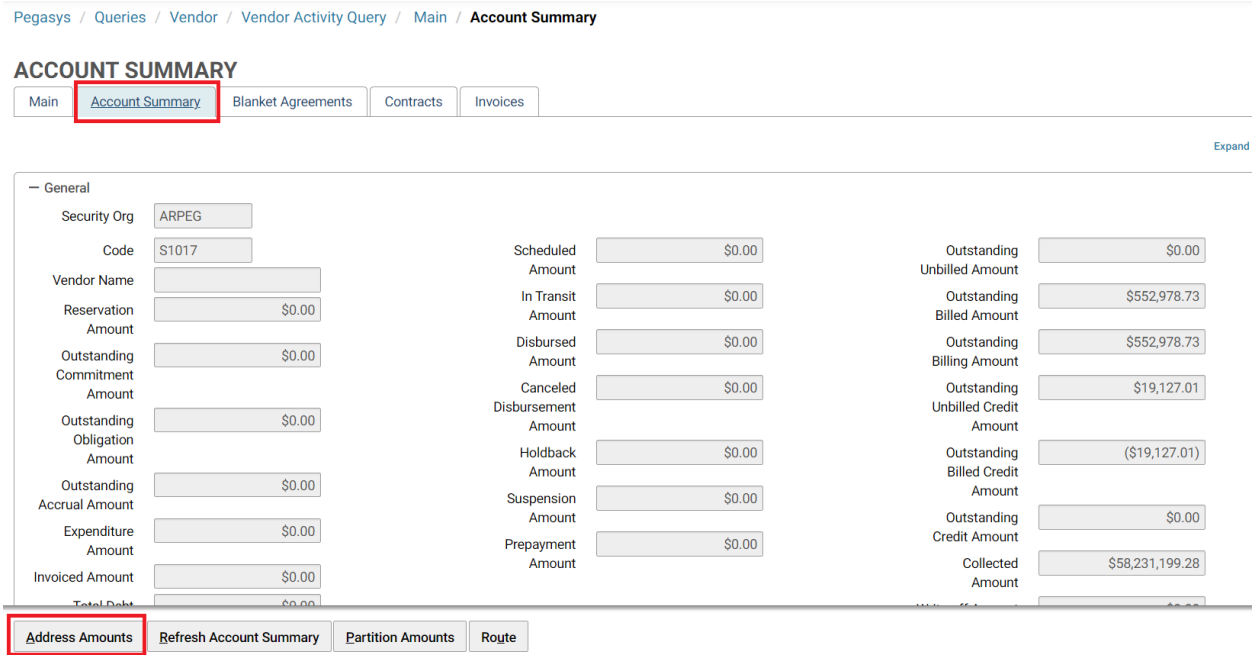
Figure 162: Account Summary Tab



5. From the Vendor Activity Query Detail page Account Summary tab, Select **Address Amounts**.

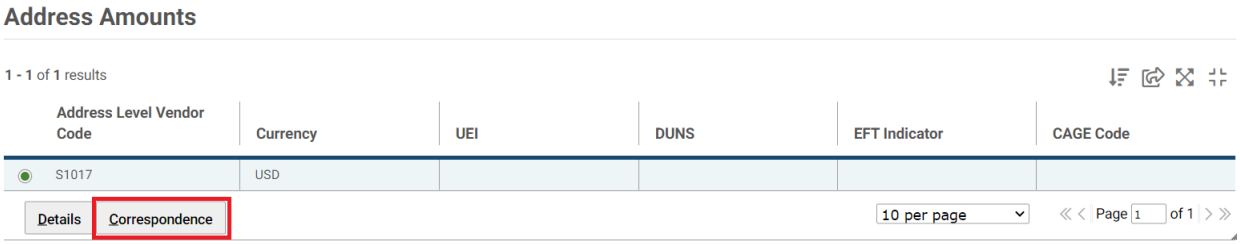
   The Vendor Activity Query Address Amounts page is displayed.

Figure 163: Vendor Activity Query Address Amounts



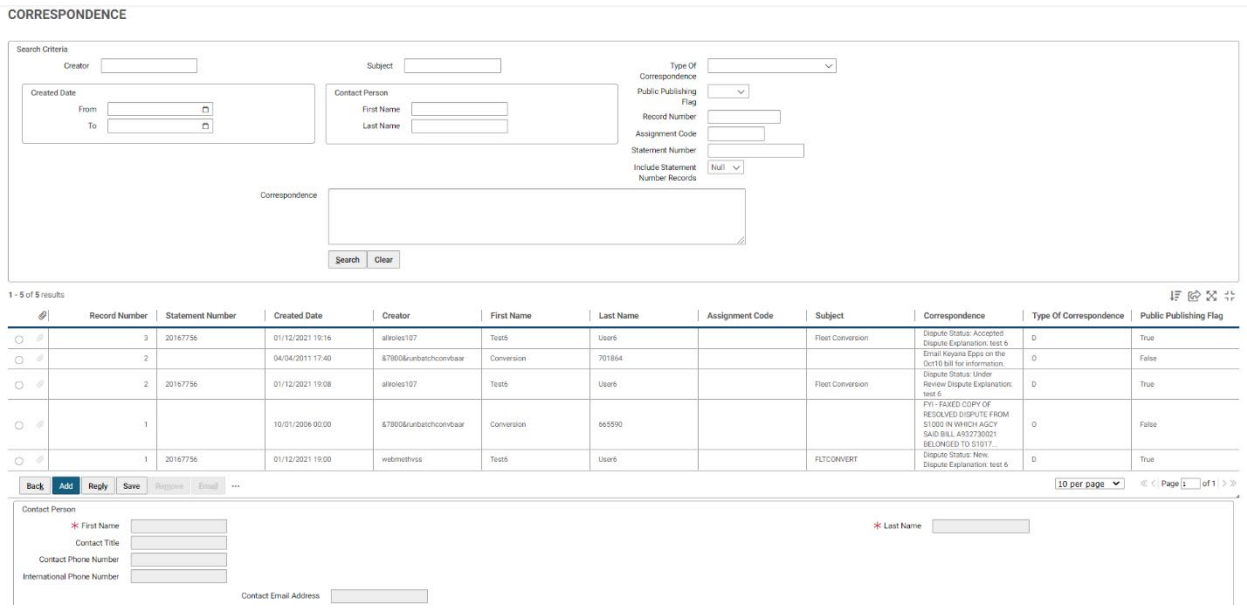
6. From the Vendor Activity Query Address Amounts page, select the appropriate vendor address code from the item collection and then Select **Correspondence**.

Figure 164: Correspondence Button



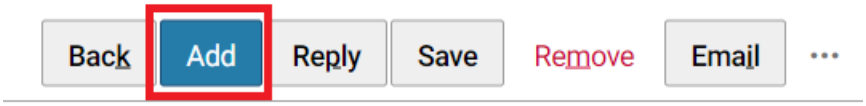
The Vendor Activity Query Correspondence page is displayed.

Figure 165: Vendor Activity Query Correspondence Page



7. Select the Add button.

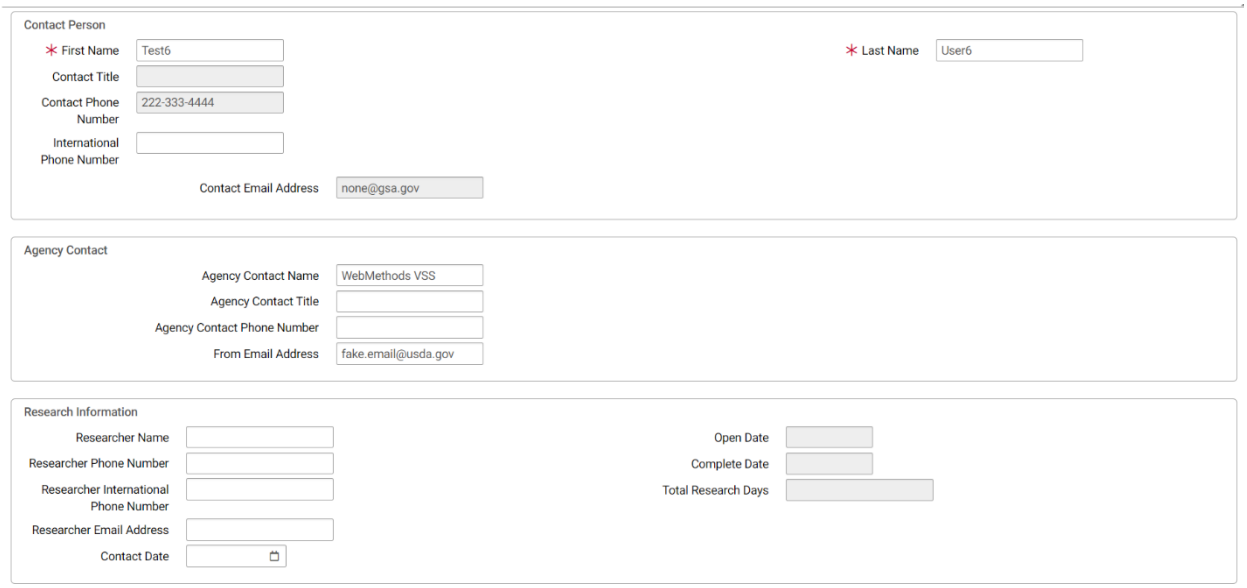
Figure 166: Vendor Activity Query Correspondence Page - Add button



A new record is displayed in the Correspondence page Item Collection.

Figure 167: Correspondence Page Item Collection

Figure 168: Contact Person, Agency Contact, Correspondence



8. In the Contact Person section, populate the First Name, Last Name, and any other fields pertinent to the correspondence (Title, To Email Address, Phone Number, etc.).
9. In the Agency Contact section, populate the fields pertinent to the correspondence (Name, Title, Phone Number, and From Email Address).

   NOTE: If the Agency Contact section fields are left blank, Pegasys will default this user information from the Principal table upon selecting Save.
10. In the Correspondence section, select the Communication Source and Type of Correspondence from the available dropdown lists.
    a. Update the Correspondence field to include the text to be sent to the customer.
    b. Optionally populate the additional fields pertinent to the correspondence:
       i. Select the Public Publishing checkbox to make the correspondence viewable by the customer in VCSS. If this checkbox is not selected, the correspondence is not viewable in VCSS and can only be viewed in Pegasys.
       ii. Include the Accounting Line Number associated with the correspondence.
11. Select the **Save** button.

    NOTE: Upon selecting Save, the following Correspondence fields are automatically populated:

    a. Vendor Email Address - The Vendor/Vendor Address Code of the Correspondence Record defaults to the Primary Vendor/Vendor Address code of the billing statement. The system allows the user to modify the Vendor/Vendor Address Code to any of the Vendor/Vendor Address Codes associated with the statement.
    b. Record Number - Records the next available correspondence record number.

c. Statement Number - Statement Number of the Correspondence Record defaults to the Statement Number of the selected billing statement.

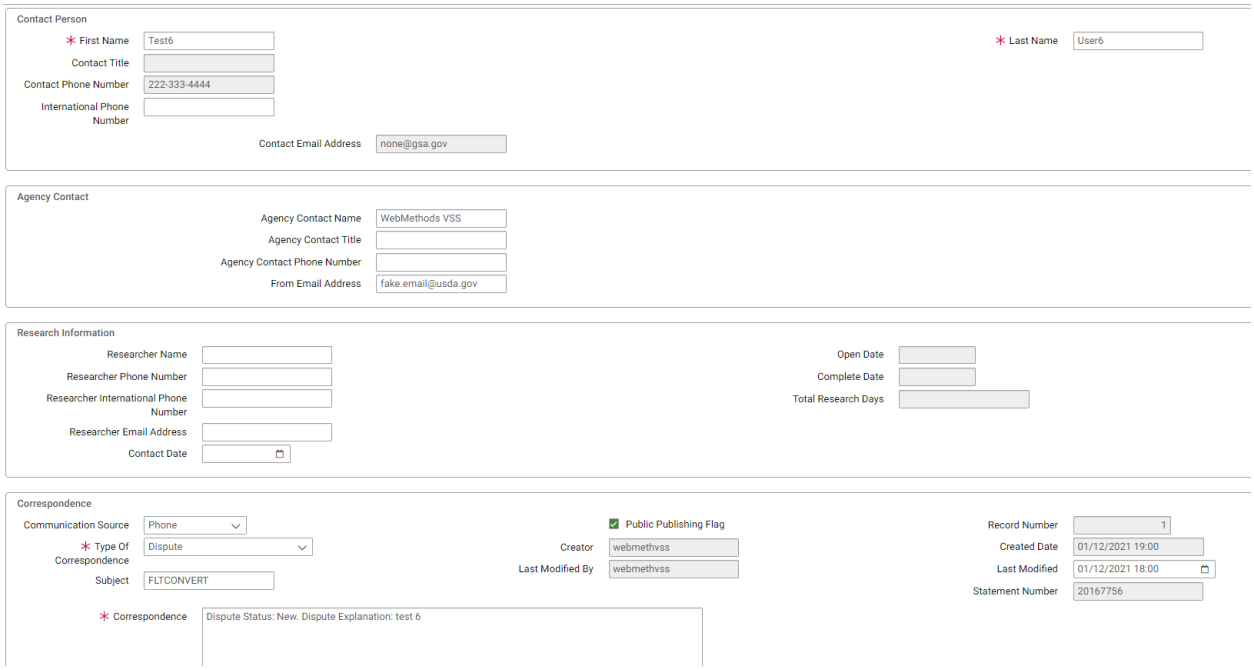
d. Creator - Records the user ID of the person creating the correspondence record.

e. Created Date - Records the date and time the record is created.

f. Last Modified By - Records the user ID of the person modifying the correspondence record.

g. Last Modified Date - Records the date and time the record is modified.

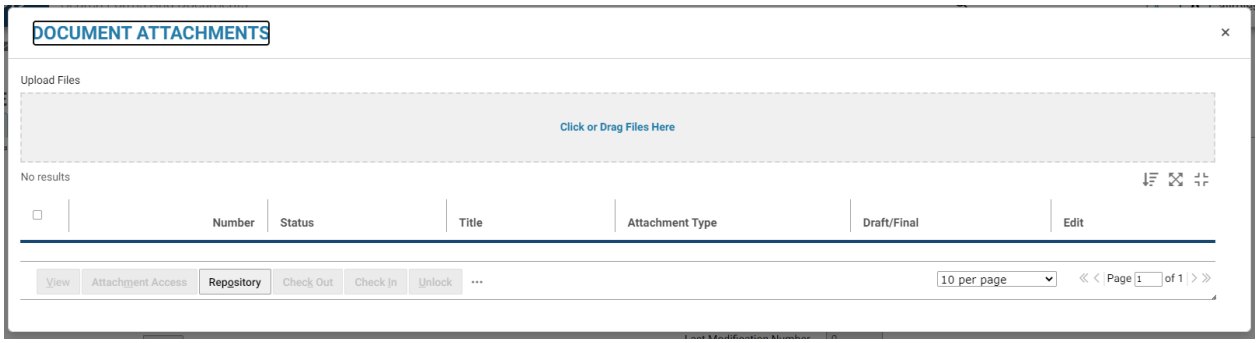
Figure 169: Contact Person, Agency Contact, Correspondence - Populated



12. To attach a file to the correspondence record, select **Attachments**.

13. The Document Attachments page is displayed.

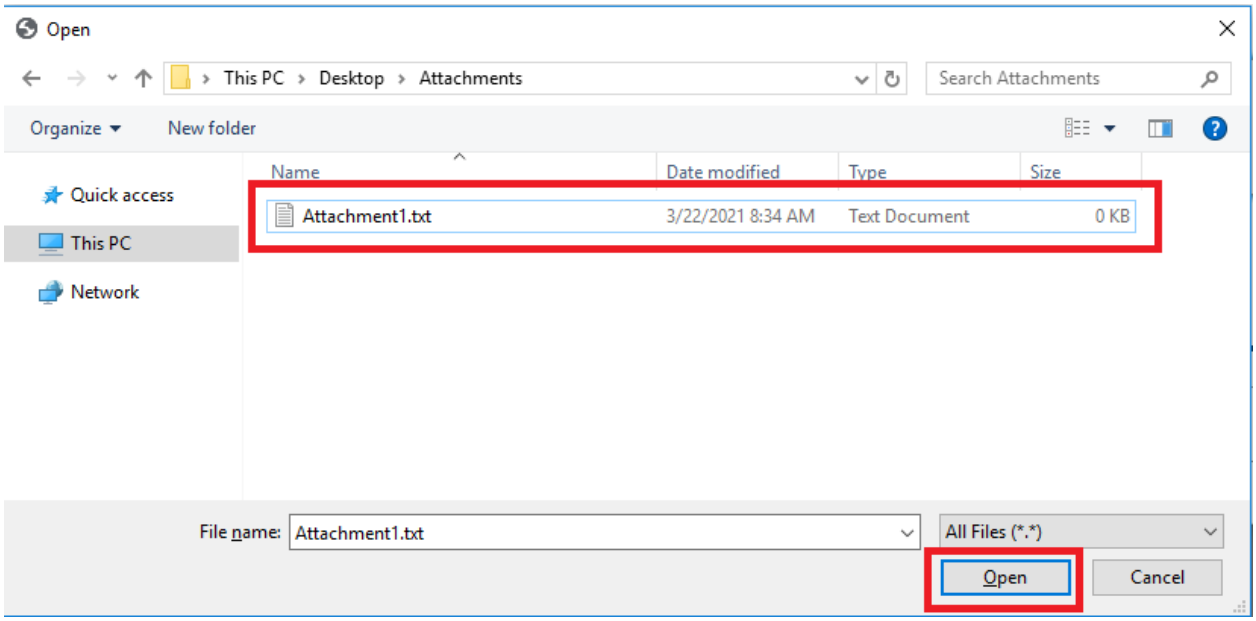
Figure 170: Document Attachments Page



14. Select **Click or Drag Files Here** OR drag files from the appropriate local drive into the attachment modal screen. Select the desired file from the local directory and select **Open**.

15. Select the file from the appropriate local drive and Select **Open**

Figure 171: File Upload Screen

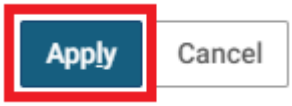


NOTE: Selecting the Attachment checkbox denotes the file as an actual attachment, which can then be transmitted to VCSS. If not selected, the file will be considered internal GSA "supporting documentation" and cannot be transmitted to VCSS.

NOTE: Select the Sensitive checkbox denotes the file contains sensitive materials and should be treated with caution.

16. Select **Apply**.

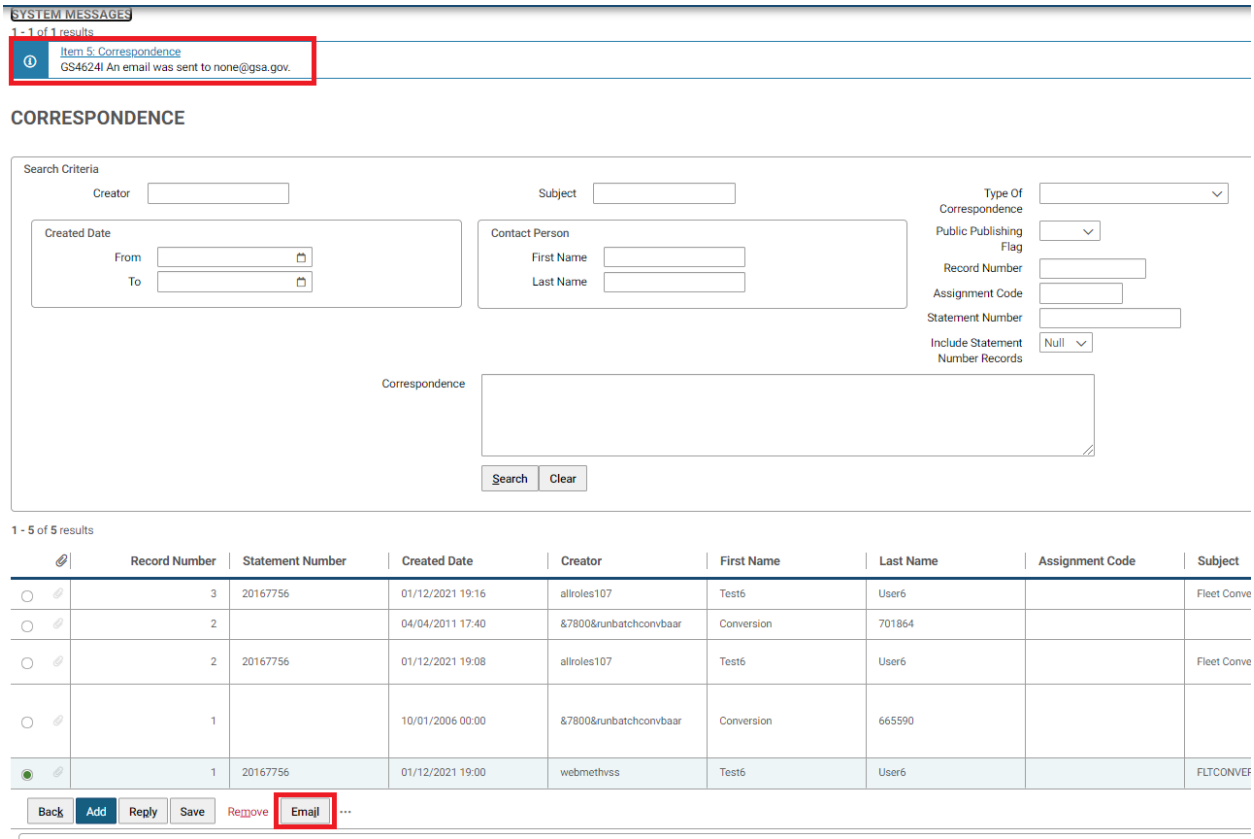
Figure 172: Apply Attachments Button



17. To send an email to the Contact Person containing the information from the correspondence record, select the record in the item collection and select **Email**.

NOTE: When sending correspondence as an email to the customer, users should include their own email address so that the correspondence is also sent to their inbox.

Figure 173: Email Button



4.7 Debt Accounts (Claims)

A claim is any debt/money owed to GSA arising from non-billing actions. Claims are established for non-Federal debtors for the amount of money owed to GSA. For example:

- GSA rents a vehicle to a Federal customer that is damaged in an accident involving a non-Federal person. In this example, GSA would establish a claim to collect for the accident damages from the non-Federal person.
- GSA submits an erroneous payment to a non-Federal vendor and must attempt to collect the amount of the payment. In this example, GSA would establish a claim to collect the erroneous payment amount from the non-Federal vendor.

Claims are initiated in Pegasys through the processing of a Debt Account (DA) document. This action establishes a Debt Account Entity. Subsequent financial transactions such as collections, refunds, debit vouchers and write-offs then post against the Debt Account Entity. The Debt Account provides the ability to establish and manage claims in Pegasys and record the financial impact in the Pegasys General Ledger. Debt Accounts additionally provide the ability to record the Debtor and related address information on the claim. The Debtor is stored in Pegasys as the Vendor Code/Vendor Address Code associated to the Debt Account.

Optionally, the Debt Account may contain a payment schedule based on a Promissory **NOTE**: If GSA has agreed to payment terms with a debtor and received a signed/notarized Promissory **NOTE**: The payment schedule will be defined by the Amortization Schedule associated with the Debt Account.

GSA claims can be classified as Revenue or Expenditure claims. Expenditure claims are identified by recording the Sub-Object Class (SOC) accounting dimension (i.e., Vendor, Payroll, Early Termination claims). Revenue Claims are identified by recording the Revenue Source Code (RSC) accounting dimension (i.e., Vehicle, Property Damages, IFF claims).

4.7.1 Debt Accounts (Claims) Lifecycle

Establishing the Claim in Pegasys:

The Debt Account (DA) document is similar to the Billing Document (BD), where GSA can apply Collections against the DA, overdue charges can be assessed when a debtor does not pay on time, referrals can be sent when GSA is unable to collect, and GSA can process write-offs when it is anticipated a collection will not be received. The Debt Account is different from the Billing Document, because DAs provide the ability to record flexible payment terms (Amortization Schedule/Promissory Note), which allows monthly payments of principal and interest over a pre-defined period of time.

The Debt Account (DA) document will be created via:

- Interface: Vehicle Claims Interface (Form Import) with the Comprehensive Accident Reporting System (CARS)
- Manual Entry: The user manually processes a DA Document to initiate the claim for all other claim types

Debt Account Entity and Query:

Upon processing of the Debt Account document, the Debt Account Entity is established. All updates to the Debt Account Entity are viewable via the Debt Account Query. All activity for a given claim references the Debt Account Entity, NOT the Debt Account document.

The Debt Account Entity will be referenced by downstream transactions, including:

- Amendments to the Debt Account Entity itself
- Cash Receipts (Collections, Write-Offs, Debit Vouchers)
- Itemized Payments (Debtor Refunds)

First Demand Letter Generation:

Once the Debt Account is created, the first demand letter is generated, either externally (directly from the affiliated GSA program office) or directly through Pegasys, and sent to the debtor. The first demand letter for claims initiated from the Region 6 Program Offices will be generated and

sent via the Program Office and not by Pegasys. All other Region 6 claims and all Region 7 claims will generate the first demand letter via Pegasys.

Receiving Collections from Debtor:

Debtor payments can then be processed as collections against the Debt Account Entity through the following methods:

- Lockbox
- Pay.gov via CIR
- Manual Entry (Check, EFT, Cash, etc.)

As debtor payments are received, the related "Collected" and "Outstanding" buckets are updated on the referenced Debt Account Entity. The Pegasys documents used to process the collections can also be viewed directly from the Debt Account Entity.

Amortization Schedule and Promissory Note:

Optionally, the debtor may request repayment terms to be established via a Promissory Note. The Promissory Note contains a detailed installment payment schedule including:

- The number of payments due
- The interest rate and cumulative interest to be paid for each payment
- Principal amount
- Interest amount
- Due date

GSA requires that the debtor sign, notarize, and return the Promissory Note, resulting in a legally binding document defining the terms and conditions of the debt repayment agreed upon by GSA and the debtor.

Delinquency:

The Repayment Status is tracked and overdue charges can be assessed (AROVERDUE batch job) if the debtor does not pay on time.

Pegasys will generate any subsequent Dunning Notices 30 days after the First Demand Letter is sent to the Debtor (ARDUNNING batch job) if the debtor does not pay by the specified due date. Dunning notices are sent periodically (every 30 days) to debtors displaying the outstanding principal, interest, penalty and administrative charges.

In certain instances, disputes may be recorded against the Debt Account. This will temporarily suspend any overdue charges and dunning notices generated until the associated dispute is resolved. The dispute is recorded by setting the Debt Appeal Forbearance Flag/Date on the Debt Account's accounting line.

If the Debt Account remains outstanding, the debt may be referred, thus initiating the Treasury referral process. Debts are referred to outside entities (CSNG) via the Accounts Receivable Referral Selection (ARREFERSEL) and Treasury Referral External Offset Generation (ARTREOEX) batch jobs.

The user may also determine a Debt Account is uncollectable:

- Receive notice from Treasury via referral process
- Direct communication with the Debtor

The Write-Off Selection batch job identifies debts eligible to be written-off. Eligibility is determined by the Accounts Receivable Options settings.

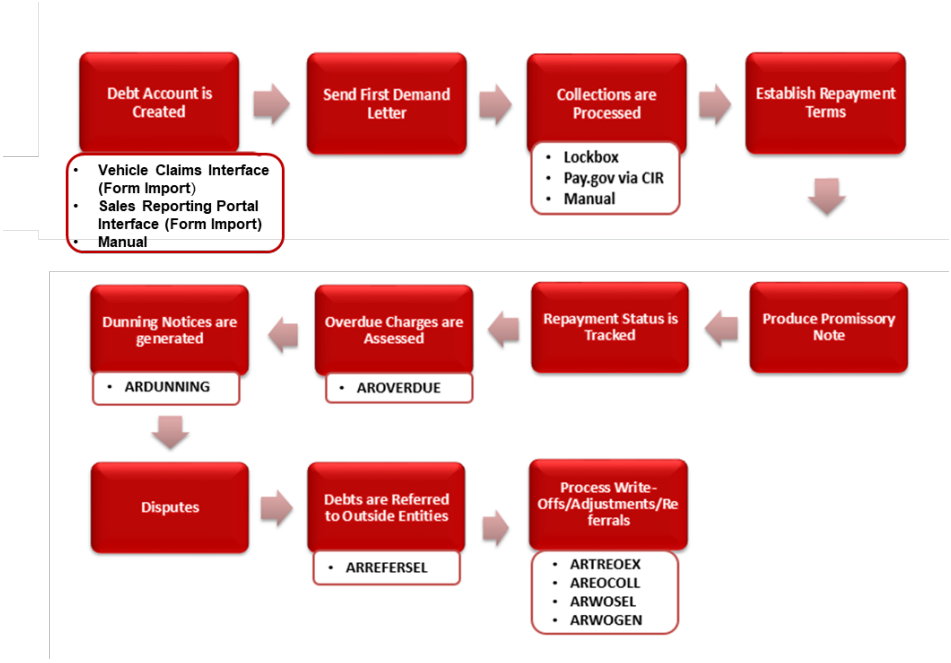
Once an outstanding debt is selected by the Write-Off Selection batch job, users may query the eligible records via the Write-Off Entry Query. Users may perform the following actions on the Write-Off Entry query:

- Query Debt Accounts determined to be eligible for Write-Off
- Authorize/Approve Write-Off Entry records

The Write-Off Generation batch job generates Write-Off Cash Receipts for authorized records on the Write-Off Entry Query. Users may also choose to manually enter write-offs recorded on the Write-Off Entry Query. The Cash receipt with line type = 'Write-Off" will close the Debt Account's outstanding receivable balance.

The Figure below captures the general flow of the Debt Account Lifecycle. **NOTE**: Not all claims are subject to each step.

Figure 174: Debt Account Lifecycle



The debt account lifecycle is further explained in the steps below:

1. The Debt account lifecycle starts with the debt account being created via the Vehicle Claims Interface (Form Import), the Sales Reporting Portal Interface (Form Import) or manually.
2. The next step is sending the first demand letter.
3. The collections are then processed via either lockbox pay.gov via CIR or Manual.
4. Establish Repayment Terms
5. Produce promissory note
6. Repayment status is tracked
7. Overdue charges are assessed via AROVERDUE batch job
8. The dunning notices are then generated via ARDUNNING batch job
9. The next step is disputes and then debts are referred to outside entities via ARREFERSEL batch job.
10. The final step is process write-offs/adjustments/referrals via ARTREOEX, AREOCOLL, ARWSOSEL, and ARWOGEN batch jobs.

4.7.2 **Establishing a Debt Account**

The establishment of a claim in Pegasys is recorded with a Debt Account (DA) document. Debt Accounts are established for non-Federal debtors for the amount of money owed to GSA. GSA's Debt Account documents will reference a single Debtor, though Pegasys does provide the option to record more than one Debtor on a single Debt Account Entity (defined as a "joint and several" debt). The Debtor information is stored on the Debtor tab.

The processing of the Debt Account (DA) document in Pegasys can be achieved either manually or via the automated Vehicle Claims interface. Claims will be recorded by the processing of one of the following Debt Account Document Types:

- D6M - Region 6 Claims - Manual
- D7M - Region 7 Claims - Manual
- DAV - Region 6 Vehicle Claims Interface
- SRP - Region 6 IFF Claims Interface

GSA distinguishes Region 6 and Region 7 Claim Types using the Receivable Type value. The Receivable Type allows for the delineation between Expenditure and Revenue Claims.

- Region 7:
    - Expenditure Claims: FRCLAIMR7, LDCLAIMR7, DPCLAIMR7, ETCLAIMR7, EPCLAIMR7, LTCLAIMR7, RSCLAIMR7, UCCLAIMR7
    - Revenue Claims: CDCLAIMR7, PRCLAIMR7, STCLAIMR7

- Region 6:
    - Expenditure Claims: VNCLAIMR6, PRCLAIMR6, ECCLAIMR6

      NOTE: Region 6 FedPay/TAP/AutoPay claims will null post via the flexible Transaction Definition configured for the FPCLAIMR6, TACLAIMR6, and APCLAIMR6 Receivable Types.
    - Revenue Claims: WSCLAIMR6, VEHCLAIM, ADCLAIMR6, AUCLAIMR6, FICLAIMR6, IFCLAIMR6, LDCLAIMR6

Expense Reclassification Process:

For specific Claim Types, both Region 6 and Region 7 perform expense reclassification via the processing of an IP document, Document Type = PU. The expense reclassification contains the following 2 accounting lines:

1. Credit line referencing original order that incurred erroneous charge
2. Expense reclassification line that does not include a document reference

The Debt Account Number must be populated in the Claim Number field on each accounting line of the PU document.

The following Claim Types utilize the expense reclassification process:

- Region 6:
    - VNCLAIMR6, FPCLAIMR6, TACLAIMR6, ECCLAIMR6, APCLAIMR6
- Region 7:
    - ALL Claim Types

PAR Receivable Reversal Process:

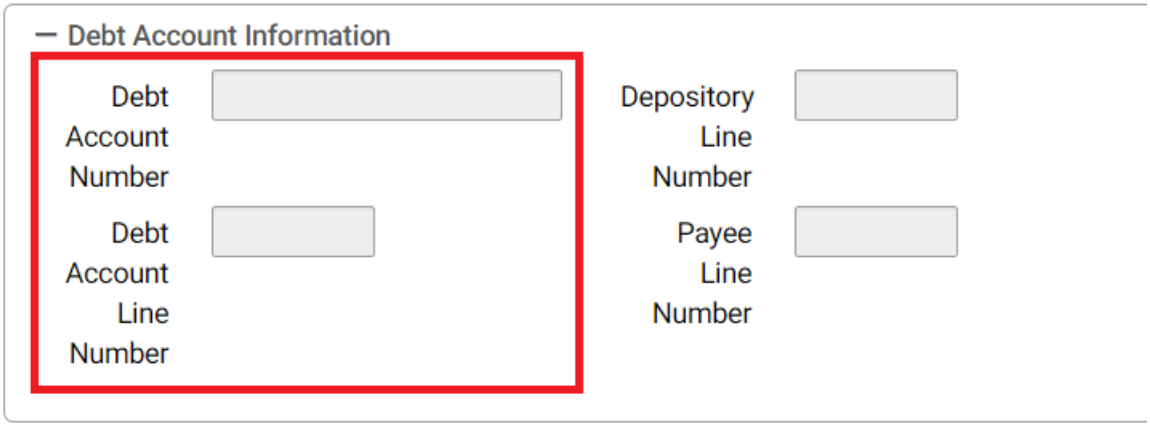
Region 6 Payroll Claims (not External Services) utilize the PAR Receivable Reversal process. For claims with a Receivable Type value of PRCLAIMR6, users must manually process a Standard Voucher (SV), Document Type = D6A, to reverse the outstanding claim balance established by PAR. This process is performed to ensure the claim receivable is not double booked in PAR and Pegasys as result of processing the Debt Account document in Pegasys.

4.7.2.1 Debt Account Entity

When a Debt Account document is initially processed, a new Debt Account Entity is created for the unique Debt Account Number recorded on the document. For Region 7, this value will be equal to the last 13 digits of the Debt Account Document Number. For example, if the Document Number equals D7M2015110900001, the Debt Account Number would be 2015110900001. For Region 6, this value will be a unique 8-digit string generated/maintained outside of Pegasys. Once a Debt Account Entity is established in Pegasys, downstream processing activity referencing the Debt Account will be recorded. All activity recorded against the Debt Account

Entity is viewable via the Debt Account Query. All activity for a given Debt Account references the Debt Account **Entity**, NOT the Debt Account **document.**

Figure 175: Debt Account Entity Reference

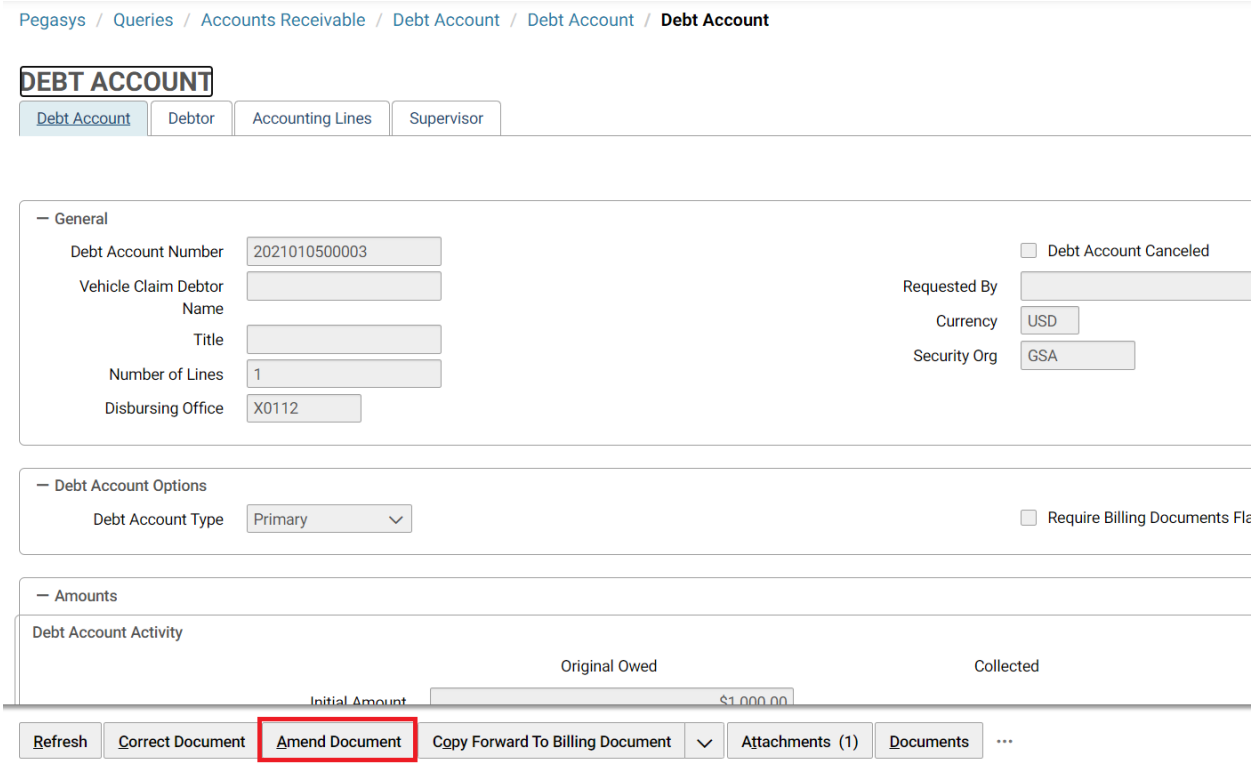


Debt Account Entity referencing transactions will include:

- Cash Receipts (Collections, Write-Offs, Debit Vouchers)
- Itemized Payments (debtor refunds and Treasury pulls for Cross-Servicing Fees)

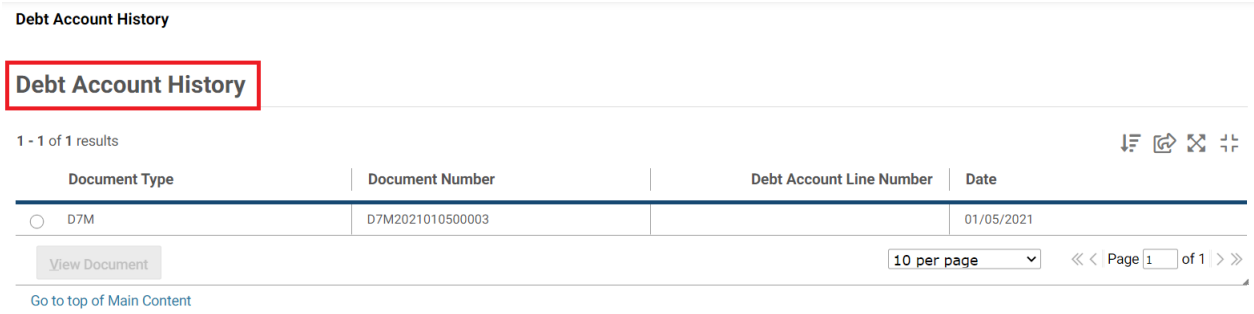
Once the Debt Account Entity is established, users have the ability to update the Entity via the Amendment functionality in Pegasys.

Figure 176: Debit Account - Amend Document Button



Each Amendment is tracked/audited using a unique system-generated **Amendment Number**. The Debt Account Entity's **Amendment History** can be reviewed on the Debt Account Query's History tab. Users can also query the Debt Account Entity's history via the Debt Account Action History On-Demand report.

Figure 177: Debt Account History



4.7.3 Available Debt Account (DA) Document Types

Each claim entered in Pegasys will use a predetermined Debt Account (DA) document type. The document type is a configurable reference object on the Document Type maintenance table.

Pegasys will utilize three distinct Debt Account (DA) document types:

- D6M - Region 6 Claims - Manual
- D7M - Region 7 Claims - Manual
- DAV - Region 6 Vehicle Claims Interface
- SRP - Region 6 IFF Claims Interface

The Region 6 DAV document type is the only document type that is entered in Pegasys via an automated form import interface process. The other two available document types are manually entered in Pegasys via the Transactions → Accounts Receivable → New → Debt Account menu.

For a listing of DA Document Types, please refer to **BAAR User Guide 8 of 10, Section A.11**.

4.7.4 Debt Account (DA) -User-Defined Form Field Descriptions

User Defined fields (UDFs) provides a flexible means of configuring and utilizing specific fields that are important to GSA's business processes. There are a total of ten configurable UDFs at both the Header and Accounting Line level. Different UDFs are being configured based on the DA document types. The appendix listed below provides the list of the enabled UDFs for the four DA document types: DAV, DES, D6M, and D7M. The enabled UDFs are indicated by the word - "Yes".

The listing of User-Defined fields on the Debt Account (DA) Form is available at **BAAR User Guide 9 of 10, Section B.9**.

4.7.5 Automated Methods to Create Debt Accounts (DA)

Vehicle claims are automatically entered into Pegasys via the Vehicle Claims Interface Form Import batch process. The interface process is initiated by the GSA Comprehensive Accident Reporting Systems (CARS), which submits a flat file containing Debt Account data values in the pre-defined interface format. Selected fields within this file are encrypted because they may contain Personally Identifiable Information (PII).

CARS transmits the file to the FMESB using sFTP. The FMESB performs file validations and the appropriate data reformatting before sending the file to Pegasys to be processed by the Batch Controls and Form import batch processes. If the file fails validation, the FMESB sends a File Reject Notification email, which includes a Reformatting Process Report (error messages), to a configured email address.

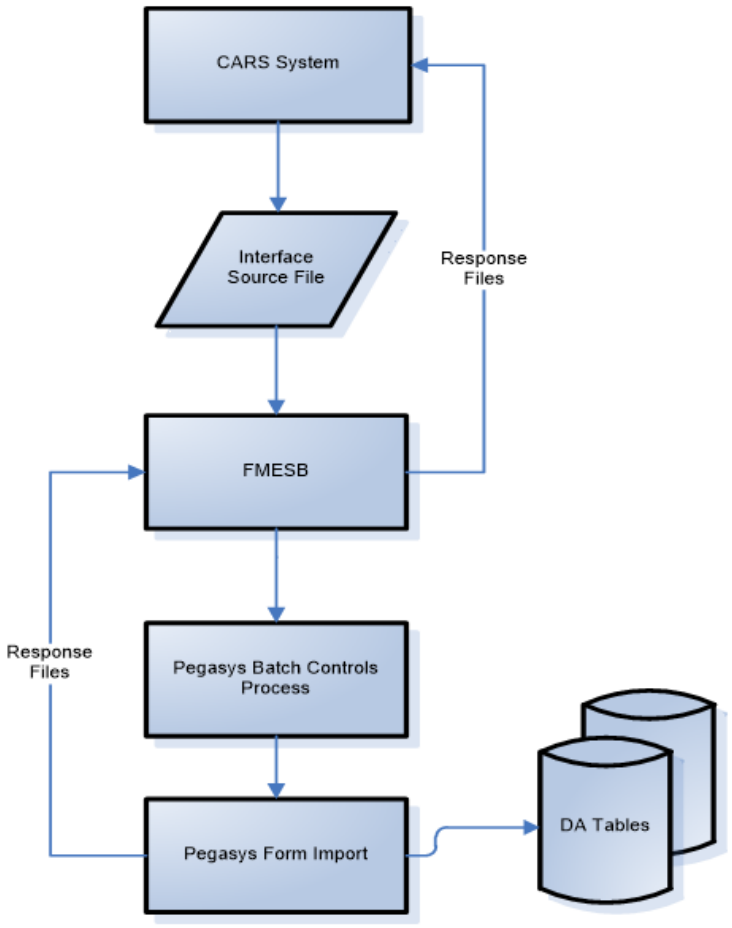
The Form Import process allows Pegasys to receive debt account records from CARS. The Form Import Batch Job ID in Pegasys is VHCLMGSIMPORT. The Form Import Process reads a file containing transactions from CARS and creates forms in the Pegasys application. When the forms are processed using Form Import, they are subject to the same edits and perform the same updates as if they were entered directly into Pegasys via manual document processing. If the forms are valid, they become Debt Account (DA) documents within Pegasys and post to the general ledger as configured. Pegasys also generates the Debt Account Entity at this time.

The Vehicle Claims Interface creates Debt Accounts with Doc Type = DAV. Users may review the generated DAV Debt Account document via the Form/Document Selection Query.

Once Pegasys has run the Form Import batch process, the batch execution report, containing processing messages and error messages, is returned to CARS via the FMESB. Two additional output files, Accepted Documents and Rejected Documents, are also sent to CARS via the FMESB. These files contain the Document Type/Number of record sets processed successfully in Pegasys and the Document Type/Number with error messages for records sets which were not imported.

Below is a diagram that illustrates the main high-level processing steps of the Vehicle Claims Interface.

Figure 178: Vehicle Claims Interface Process Overview Diagram



The Vehicle Claims interface process is further explained in the steps below:

1. The process begins at the CARS System which sends the interface source file to FMESB.
2. The FMESB sends a response files back to the CARS System.

3. The Pegasys Batch Control Process as well as Pegasys Form Import and the DA tables are updated.
4. Response files are sent back to the FMESB.

4.7.6 Manual Creation of Debt Account (DA)

Debt Accounts will be created in Pegasys via either the Automated Claims interface or manual entry. Manual entry of Debt Account (DA) documents will be processed using the following document types:

- D6M- Region 6 Claims - Manual - D6M
- D7M- Region 7 Claims- Manual - D7M

The following tabs on the Debt Account (DA) document will be used:

- Header
- Debtor
- Accounting Line
- Correspondence

The following steps describe how a manual Debt Account (DA) is processed in Pegasys:

Steps to Create an Accounts Receivable Debt Account (DA) Form

1. Navigate to Transactions → Accounts Receivable → New → Debt Account.
2. Enter the **Document Type**.

   NOTE: For Manual Debt Account entry, only the following document types will be used:

   a. D6M

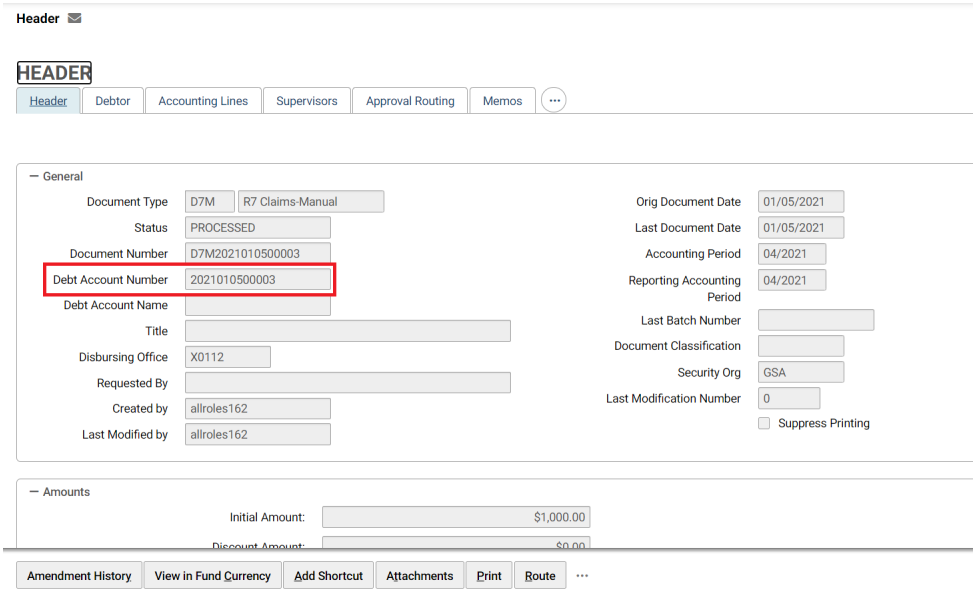
   b. D7M

   Select the **Generate** button to create a system-generated **Document Number**. A unique Document Number will be populated in the Document Number field.

   NOTE: Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
3. Select the **Finish** button.

   The new Debt Account form creation screen is displayed.
4. Enter a unique **Debt Account Number.**

Figure 179: Header Account Page - Debt Account Number



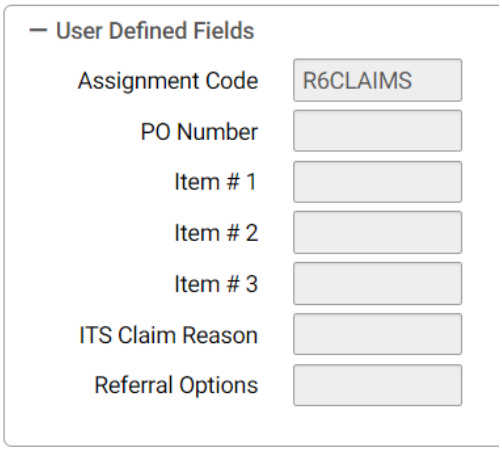
NOTE: Ensure the Disbursing Office is populated: This field should default based on the document type, but is required because the system identifies which ALC the debt account is associated with when referring an outstanding DA to Treasury based on the disbursing office.

5. Region 7 Claims ONLY - Enter the **Claim Type**. Valid values are PRG or GSA.
6. Optionally enter applicable values in the Header User Defined Fields.

   NOTE: Refer to **BAAR User Guide 10 of 10, Section C.14** for a list of UDFs by Document Type

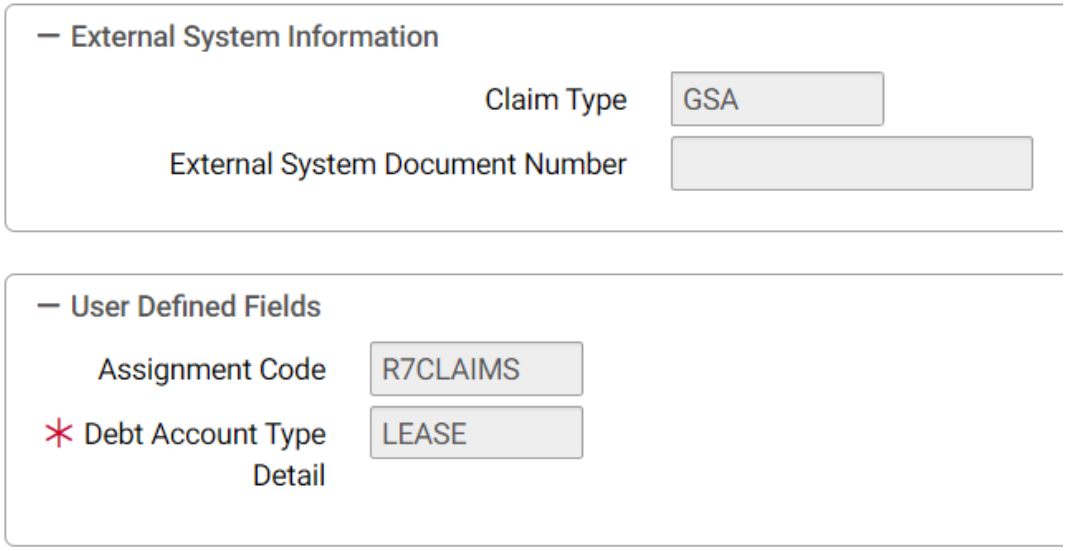
D6M Document:

Figure 180: D6M Document



D7M Document:

Figure 181: D7M Document



7. Navigate to the **Debtor** tab.
8. Enter the Non-Federal **Vendor Code** and **Vendor Address Code** of the Debtor associated to the Debt Account.

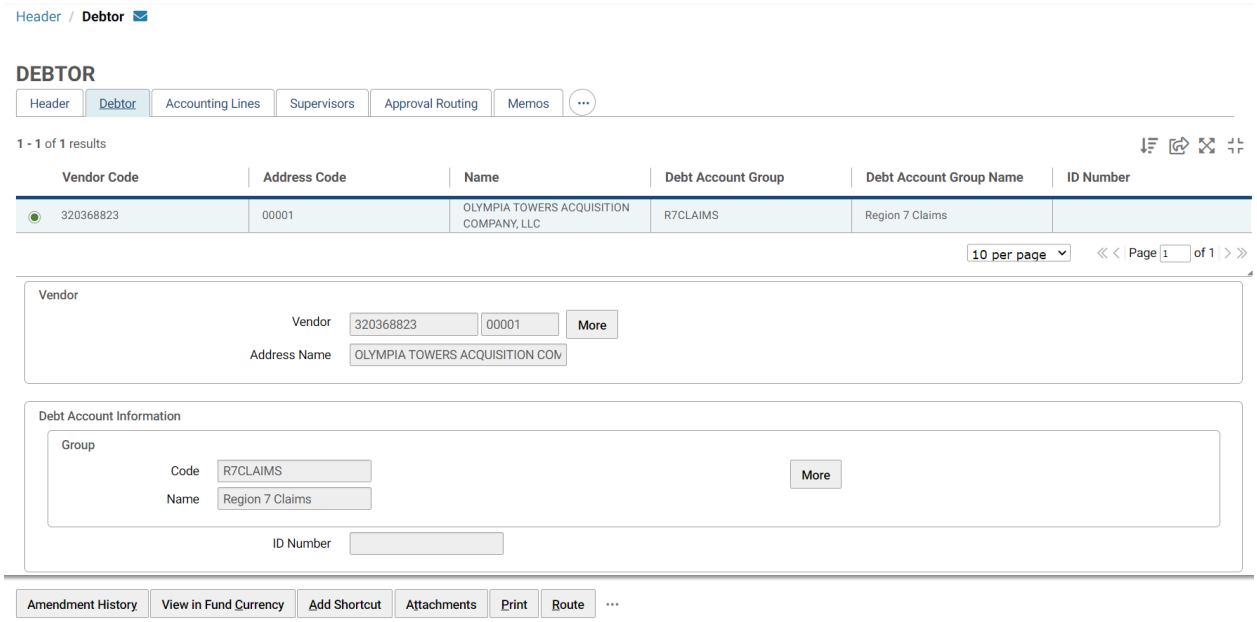
   NOTE: Users will only record a single Vendor Code on the Debtor tab.

   NOTE: For **DAV Vehicle Claims**, the ID Number is relabeled as **Insurance Claim Number** and populated with a value via the Vehicle Claims Interface.

   ALTERNATE PROCESS FLOW: At times, a "dummy" miscellaneous vendor code is used instead of a vendor code associated with the Debtor (e.g., Vehicle Claims.)

   In this case, the miscellaneous vendor code/address code is entered in the Vendor Code/Address Code fields and the user manually enters the Debtor Information under the **More** button.

Figure 182: Debtor

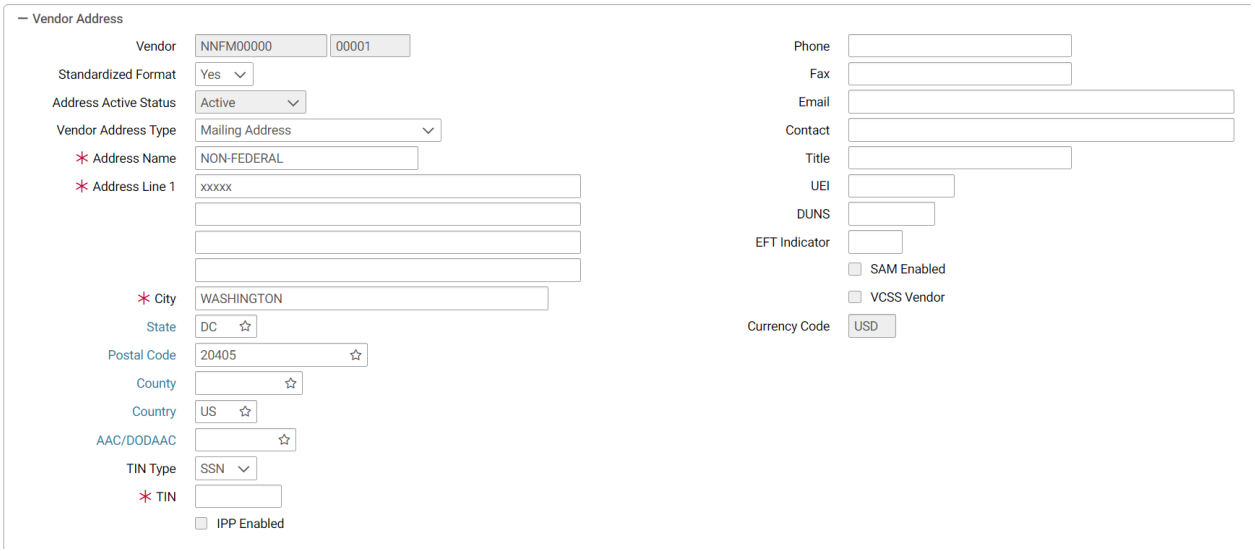


ALTERNATE PROCESS FLOW: Select the 'More' button for Miscellaneous Vendors and enter the applicable information.

Select the applicable TIN Type (SSN, EIN, or ITIN).

Populate the TIN in the format XXXXXXXXX.

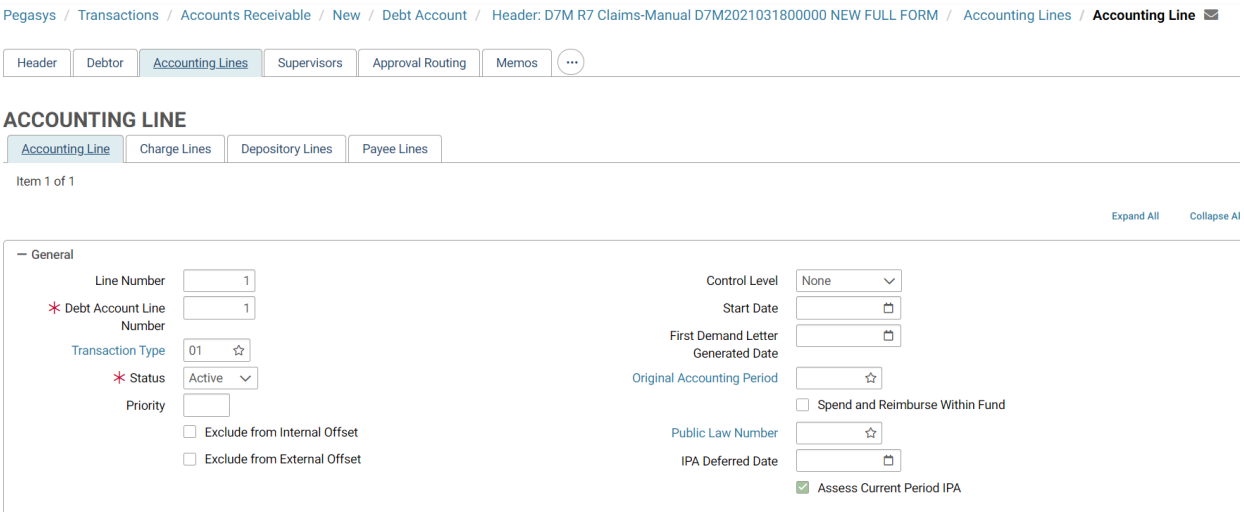
Figure 183: Debtor Page - Vendor Information



9. Select the Accounting Lines tab.
10. Select the **Add** button.

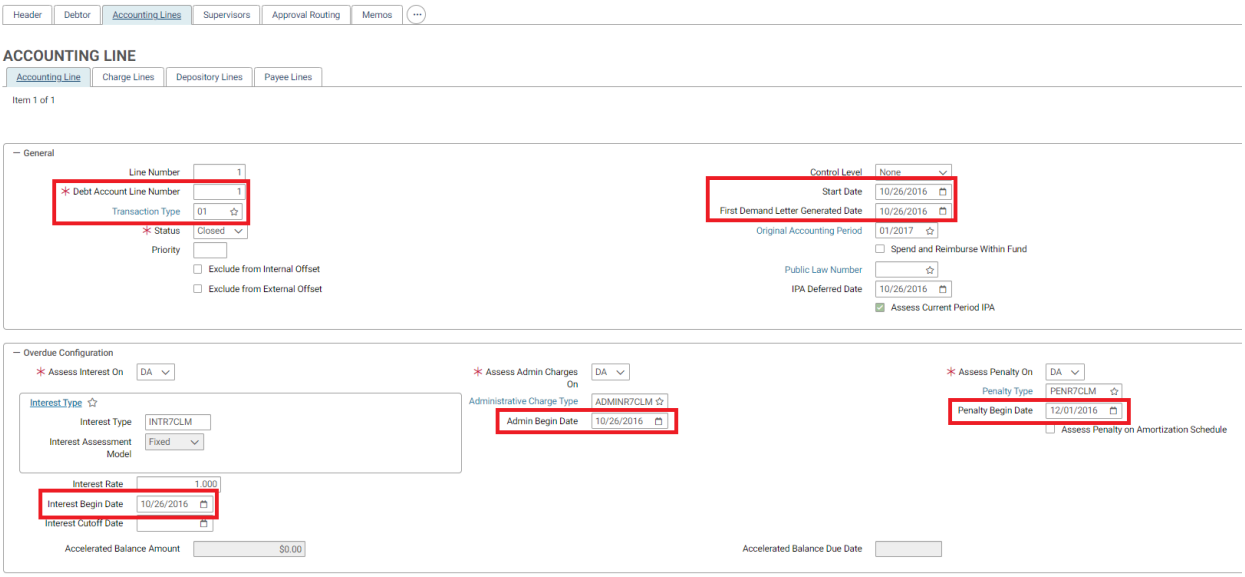
    The Accounting Line page is displayed.

Figure 184: Debit Account - Accounting Line



11. Enter '1' in the **Debt Account Line Number** field.
12. Enter a **Transaction Type** = 01.
13. Enter the date the First Demand Letter was sent to the Debtor in the following fields:
    a. Start Date
    b. First Demand Letter Generated Date
    c. Interest Begin Date
    d. Penalty Begin Date
    e. Admin Begin Date

Figure 185: Debit Account - Accounting Line Fields

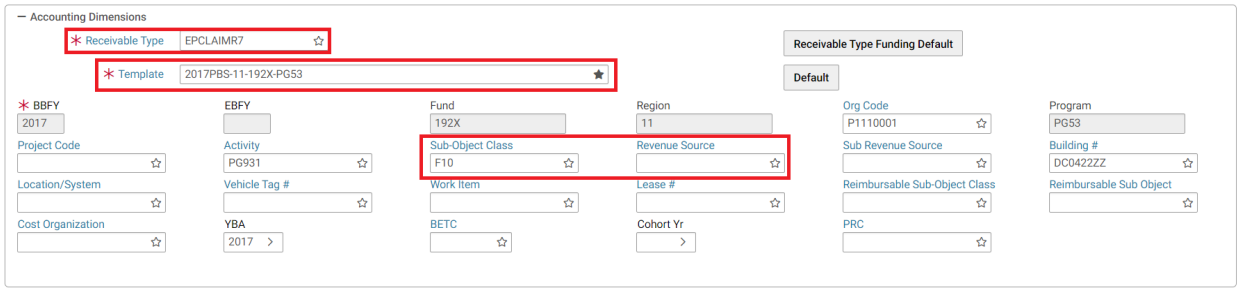


14. Enter the **Principal Line Amount.**
15. Enter the Claim **Receivable Type**.
16. Enter a valid **Accounting Template**.
17. Select **Default**.

    NOTE: The accounting dimensions associated to the accounting template are automatically populated in the Accounting Dimensions section.

18. Enter a valid **Sub-Object Class** or **Revenue Source Code**.
19. **NOTE:** Refer to **Section 4.7.2** to determine whether to populate the SOC, RSC, or neither.

Figure 186: Debit Account - Accounting Dimensions



20. Enter text to appear on the Demand Letter/Dunning Notice in the Comments to Print box.
21. Set the Print Comments on Dunning Letter flag equal to True.
22. Enter a valid claim's Text Code.

    Text Code = **R6POCLAIMS**

    a. Receivable Type(s): ADCLAIMR6, AUCLAIMR6, APCLAIMR6, ECCLAIMR6, FPCLAIMR6, FICLAIMR6, IFCLAIMR6, LDCLAIMR6, TACLAIMR6, VEHCLAIM

    Text Code = **R6PRCLAIMS**

    b. Receivable Type(s): PRCLAIMR6

    Text Code = **R6CLAIMS**

    c. Receivable Type(s): VNCLAIMR6, WSCLAIMR6

    Text Code = **R7CLAIMS**

    d. Receivable Type(s): PRCLAIMR7, FRCLAIMR7, LDCLAIMR7, CDCLAIMR7, DPCLAIMR7, ETCLAIMR7, EPCLAIMR7, LTCLAIMR7, RSCLAIMR7, STCLAIMR7, UCCLAIMR7

Figure 187: Printing Information

23. Select the applicable TROR Category.

    Commercial can be used with TIN Type of SSN, EIN, or ITN.

    Consumer can be used with TIN Type of SSN or ITIN.

Must match Consumer/Commercial Debt field value.

24. Select DMS Debt Classification.

    Standard value is **MD-Miscellaneous Debt**.

25. Select DMS Debt Type = **Administrative**.

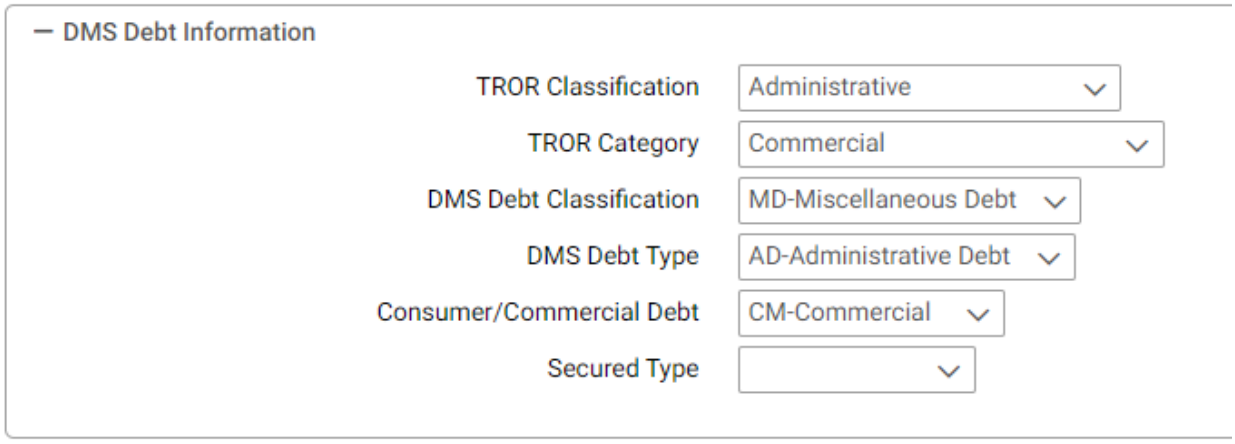
26. Select the applicable Consumer/Commercial Debt.

    CM-Commercial can be used with TIN Type of SSN, EIN, or ITN.

    CN-Consumer can be used with TIN Type of SSN or ITIN.

    Must match TROR Category value.

Figure 188: DMS Debt Information

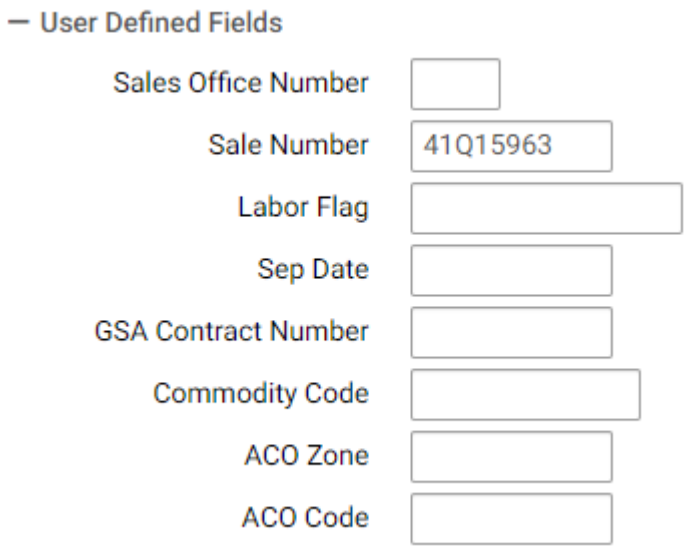


27. Optionally enter valid values in the Accounting Line User Defined Fields.

    Refer to **BAAR User Guide 10 of 10 Appendix** C14 for a full listing of UDFs by document type.

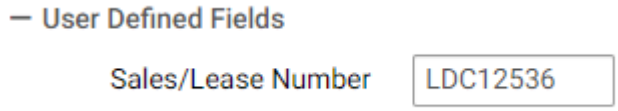
D6M Document:

Figure 189: D6M - User Defined Fields



D7M Document:

Figure 190: D7M - User Defined Fields



28. Select the **Save** button.
29. Select the **Verify** button.

    NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.
30. Select the **Submit** button.

4.7.7 Query Debt Account (DA)

There are several queries available in Pegasys that can be used to research Debt Accounts. Regardless of which query is used, query performance is improved when users enter as much known information as possible, such as Debt Account Number, Insurance Claim Number, Document Type, Claim Type/External System ID, etc.

Users will primarily utilize the following queries when researching the Debt Account in Pegasys:

- Debt Account Query
- Debt Account by Debt Account Group Query

Debt Account Query

The Debt Account query provides a single location to obtain information regarding all DAs in the system. The Debt Account Query is the user's primary resource for managing/tracking the claim after the Debt Account document has been processed to initiate the claim. All activity for a given Debt Account references the Debt Account Entity, NOT the Debt Account document.

The Debt Account Query allows users to seamlessly perform the following functions against the Debt Account Entity:

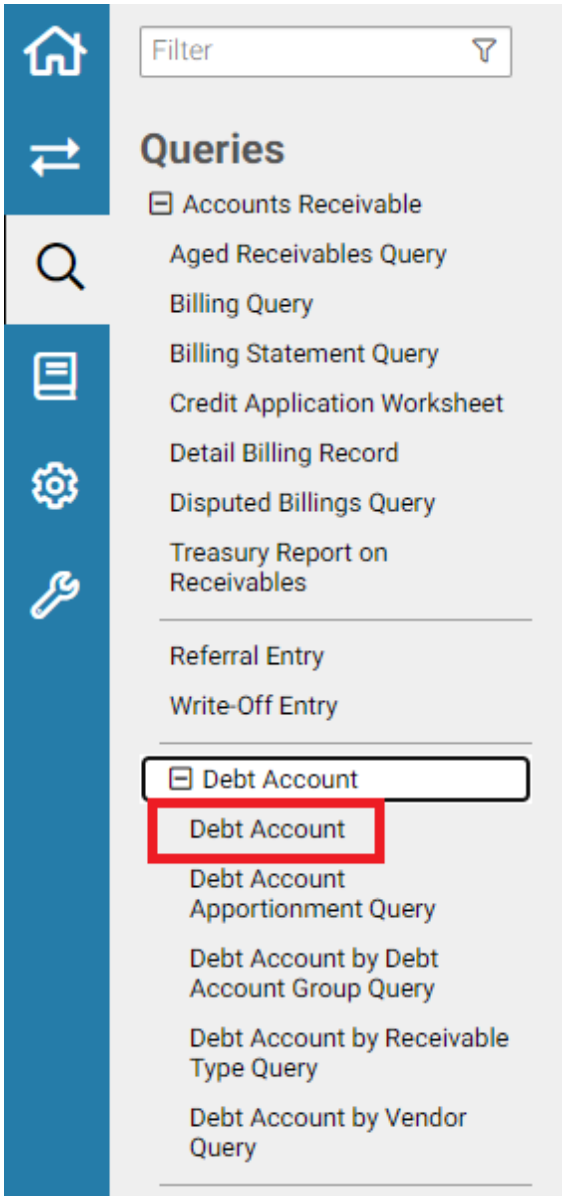
- Review a snapshot of the Debt Account Entity, including original amounts owed, amounts collected, amounts outstanding, overdue charges, etc.
- Review all Pegasys transactions referencing the Debt Account Entity
- Update the Debt Account from the Query

  - The user performs updates to the Debt Account Entity via Amendments initiated from the Debt Account Query
- Initiate Collections transactions
- View and Add attachments

Accessing the Debt Account query can be accomplished by using the following path:

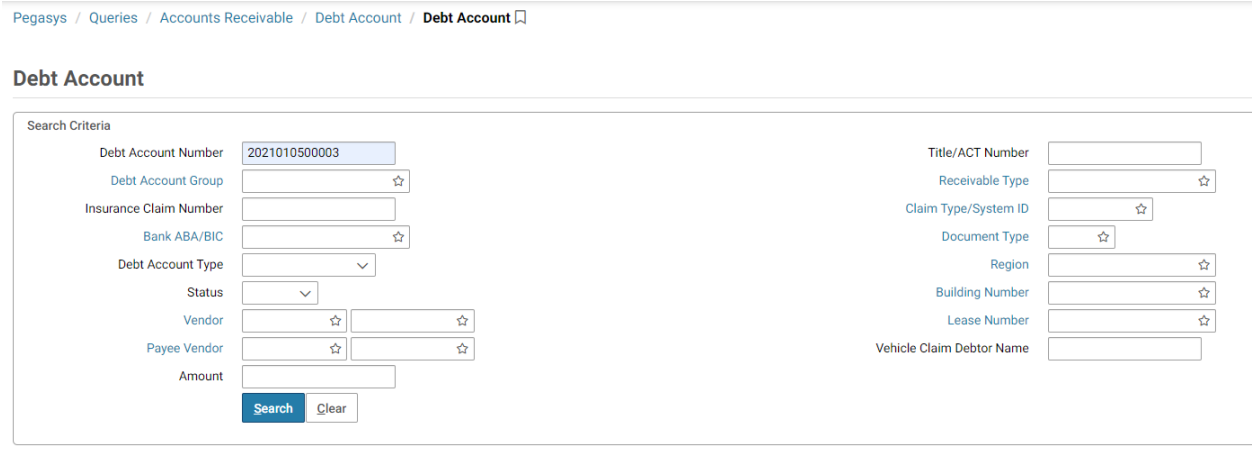
Queries → Accounts Receivable → Debt Account → Debt Account

Figure 191: Debt Account Navigation



- To search for DAs, enter applicable search criteria and select the **Search** button.

Figure 192: Debt Account Fields

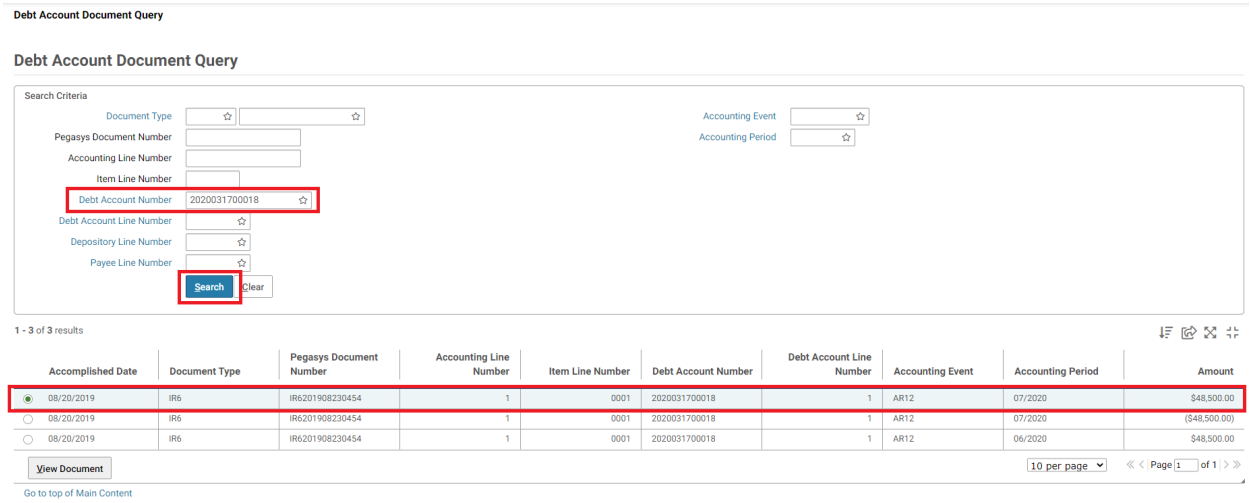


Available "Action" buttons on the Debt Account Query

Figure 193: Debt Account - Action Buttons

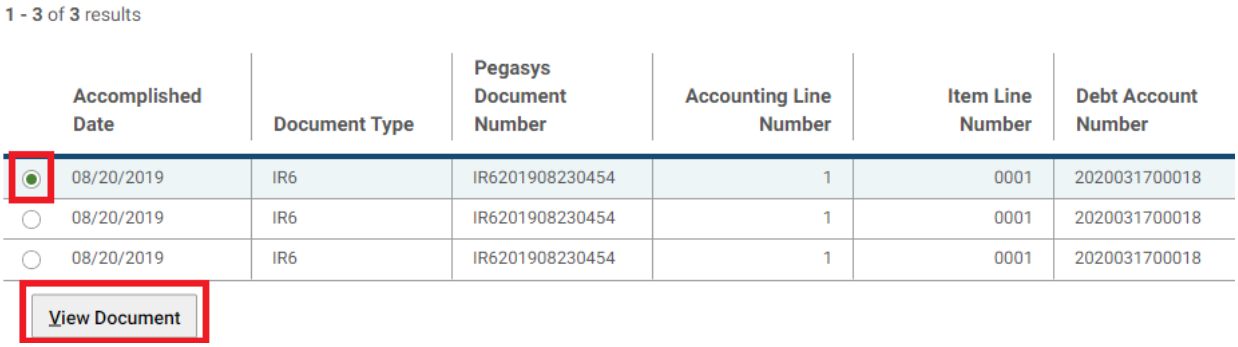
- **Refresh** - Updates the query with any changes processed to the Debt Account entity since the initial load/last refresh of the query.
- **Amend Document** - Allows users to update the Debt Account entity via the Amend action. Amendments allow users to update information populated on the DA, e.g., amounts, associating Amortization Schedules, etc., and provide audit tracking.
- **Copy Forward To** - Allows users to copy forward from the Debt Account to a downstream transactions, e.g., Cash Receipt, Itemized Payment, etc.
- **Attachments** - Users may add attachments, e.g., Promissory Note, debtor correspondence, internal documentation, at the Debt Account Entity level via the Debt Account Query.
- **Documents** - Displays all documents that reference the Debt Account Entity. Allows users to limit search parameters to further define the search for any documents that reference the entity. **NOTE:** The Debt Account Number is automatically populated in the search criteria.

Figure 194: Debt Account Query Documents Button



- **History** - Displays the history of the Debt Account Entity, including the initial creation and subsequent amendments to the entity.

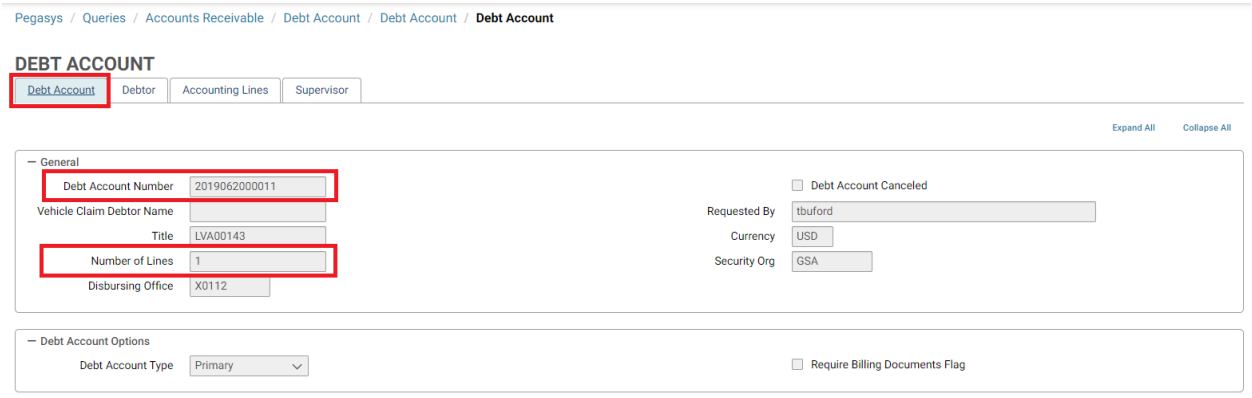
Figure 195: View Documents



Debt Account Tab

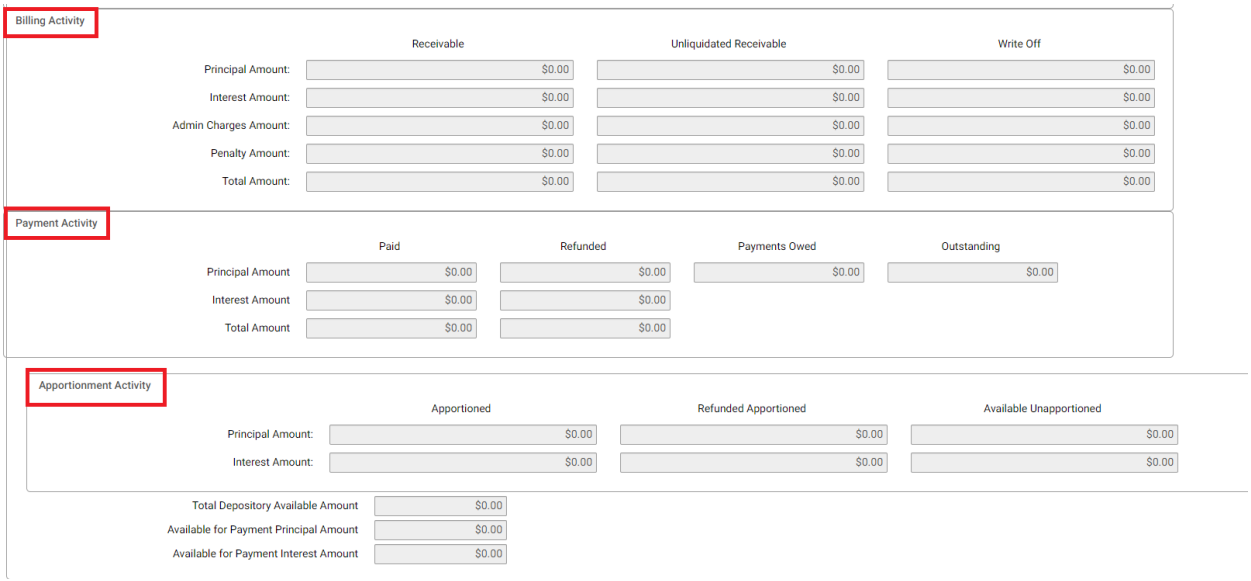
- Debt Account Number:
  - This is the unique number identifying the Debt Account entity. The value is populated on the Debt Account document when the DA Entity is initially established. All amendments and downstream transactions will reference the Debt Account Number
- Number of Lines:
  - Indicates the number of accounting lines on the Debt Account entity

Figure 196: Debt Account Tab



- Debt Account Activity
  - Displays Original, Collected, and Outstanding Principal and IP&A amounts
- Billing Activity
  - Will only utilize this section to record/view the 'Write-Off' column amounts
  - The first two columns are not used
- Payment Activity
  - Will only use the 'Refunded' column for amounts refunded to the Debtor
- Apportionment Activity
  - Will not utilize this section

Figure 197: Debt Account Tab - Billing Activity

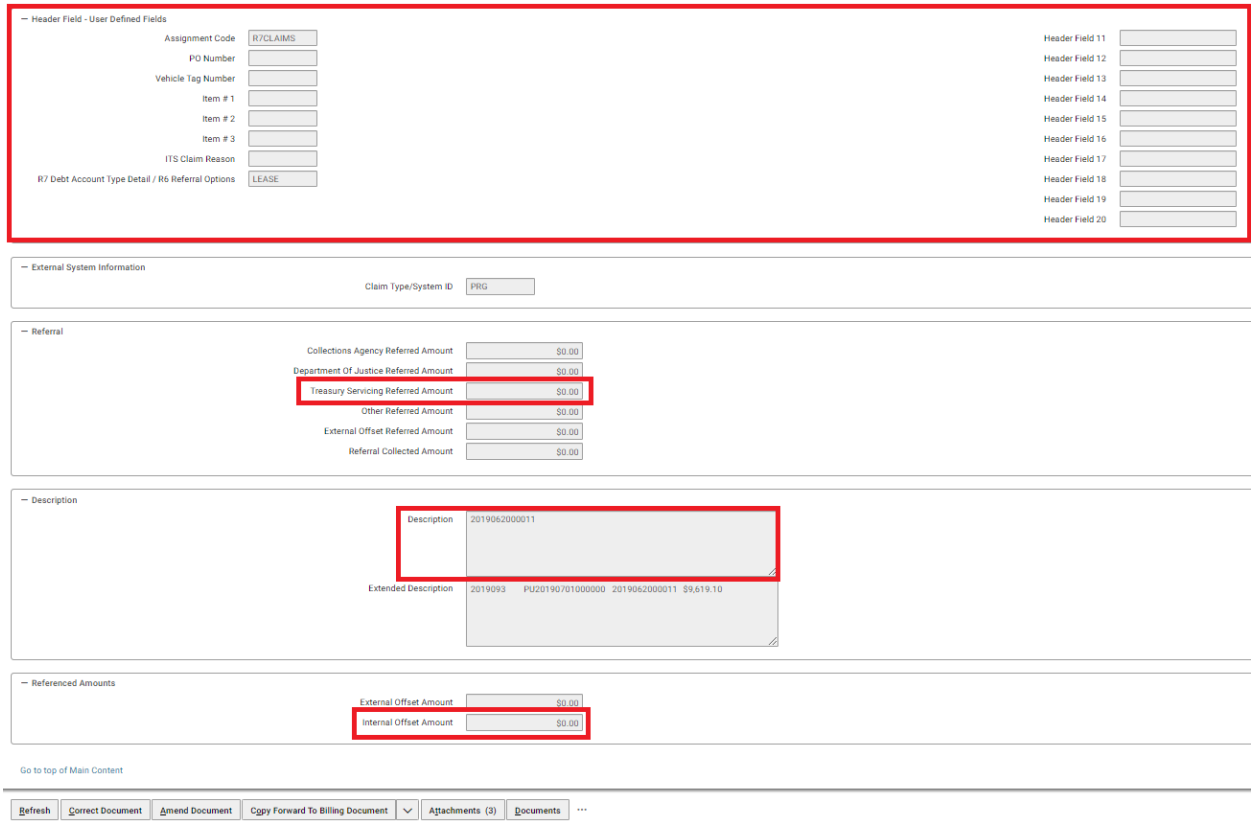


- Header User Defined Fields

- Provides searchable/viewable UDF info for the DA

- External System Information
  - Displays the External System ID/Claim Type associated to the DA
- Referral
  - Will track the Treasury Servicing Referred Amounts
- Description
  - Enter pertinent info, e.g., PU Document Number
- Referenced Amounts
  - Will display the Internal Offset Amounts (if applicable)

Figure 198: Debt Account Tab - Header Field



Debtor Tab

Displays the debtor information associated to the Debt Account, including:

- Vendor Code
- Vendor Address Code
- Vendor Address and Contact Info

- Debt Account Group
- This value is pulled from the Debt Account Group maintenance table.
- Valid values are:
- R6CLAIMS
- R7CLAIMS
    - Will use this field in conjunction with the Debt Account by Debt Account Group query to facilitate summary level search capabilities at the Debt Account Group level

Figure 199: Debtor Tab - Vendor Information

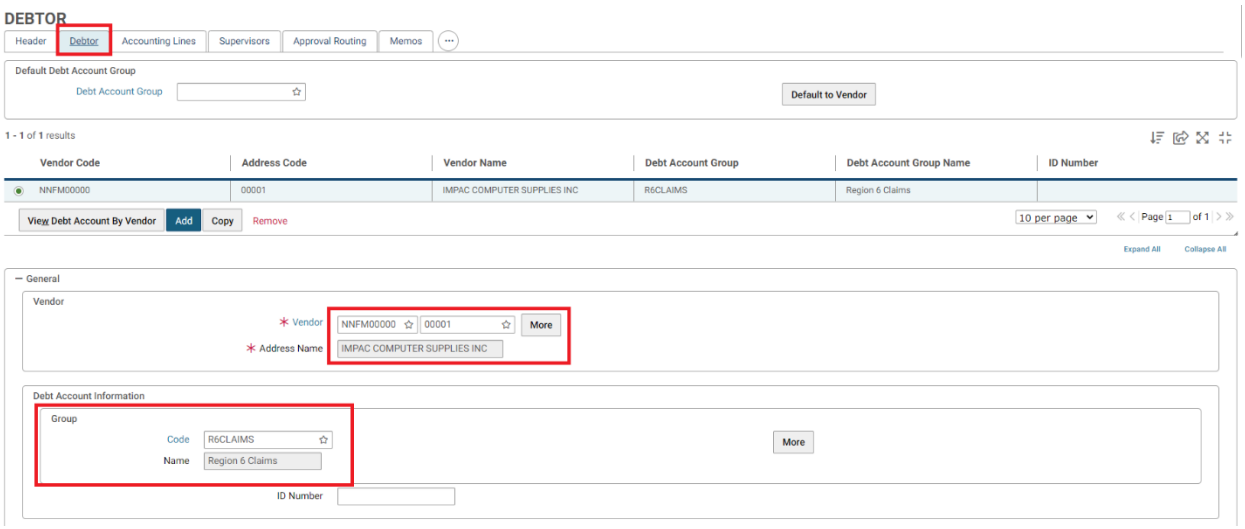
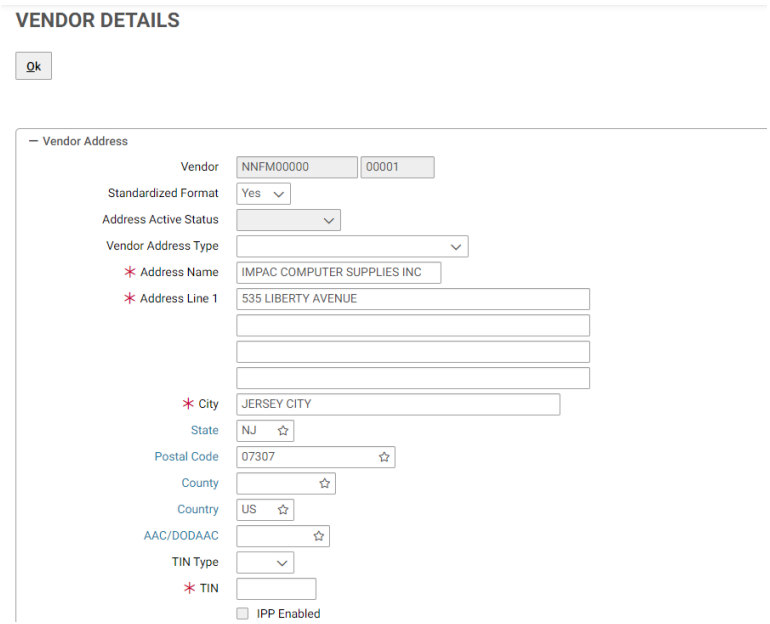


Figure 200: Vendor Information

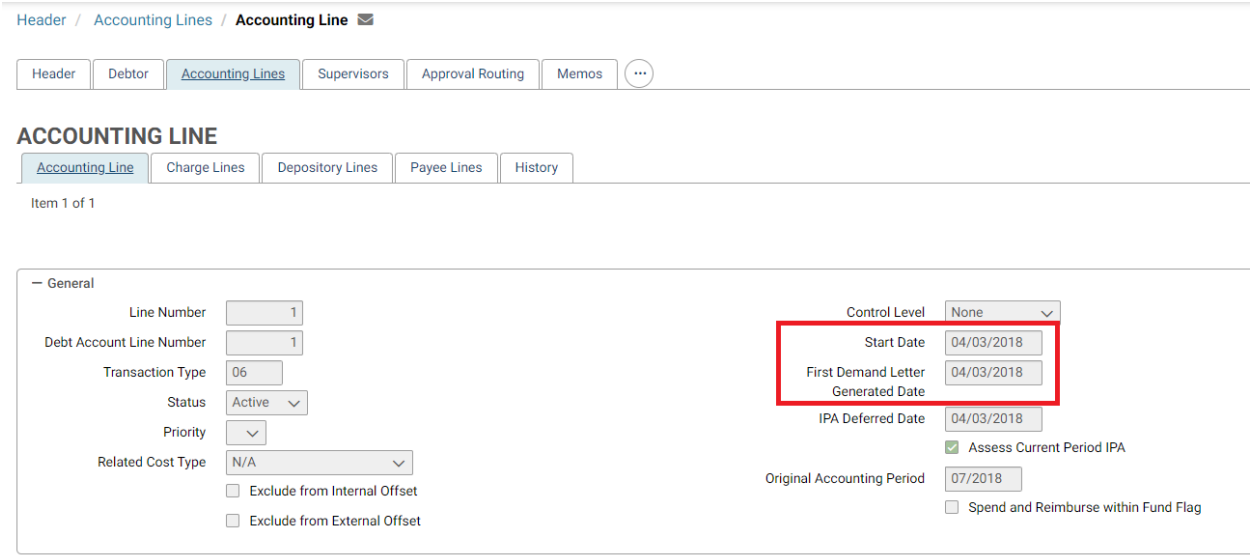


Accounting Lines Tab

The accounting lines tab allows users to query/view the information displayed on the DA Entity accounting line, including:

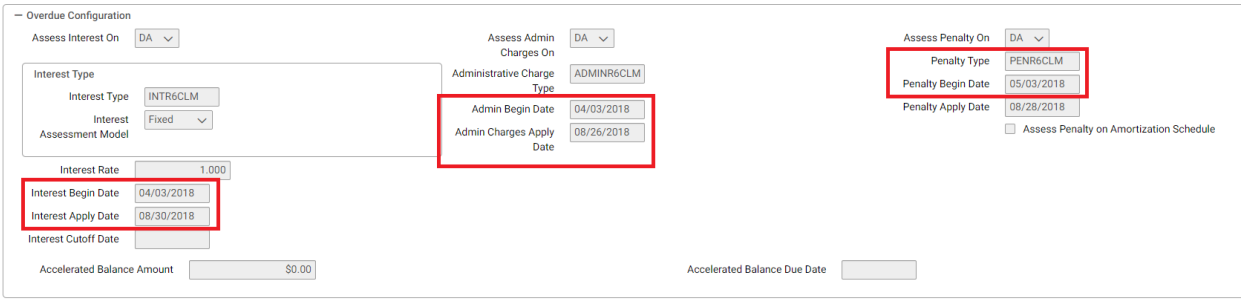
- Dunning Count/Amount
- Amortization Schedule
- Debt Appeal Forbearance Flag
- IP&A Begin Date and Type
    - Users may also review the IP&A charge lines assessed on the Debt Account line.
- Comments to Print
- Receivable Type
    - Records the Region 6/Region 7 Claim Type
- Debt Account Start Date
    - Set equal to the First Demand Letter Generated Date
- First Demand Letter Generated Date
    - The date the First Demand letter was sent to the Debtor

Figure 201: Accounting Line - General Section



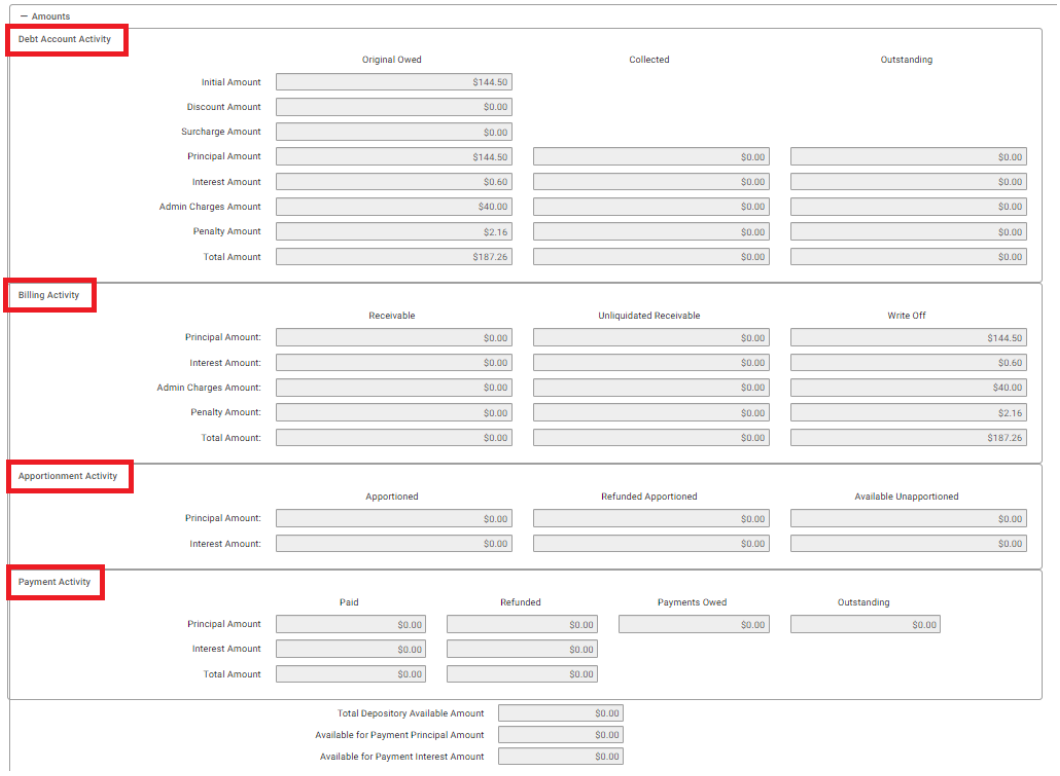
- Interest, Admin, Penalty Begin Dates
    - Set equal to the First Demand Letter Generated Date
- Interest, Admin Charges, Penalty Apply Date
    - The last date IP&A was assessed against the DA Entity

Figure 202: Accounting Line Tab - Overdue Configuration



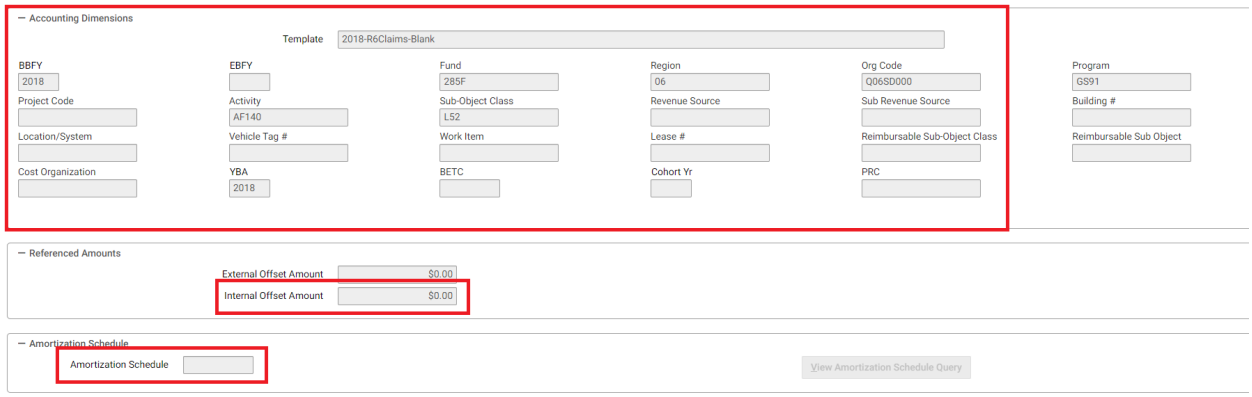
- Debt Account Activity
  - Records Original, Collected, and Outstanding DA amounts
- Billing Activity
  - Only use this section to record Write-Off amounts
- Apportionment Activity
  - This section is updated by collections referencing the DA Entity, but this section will not be used
- Payment Activity
  - Only use this section to record the Refunded amounts

Figure 203: Accounting Line Tab - Amounts Section



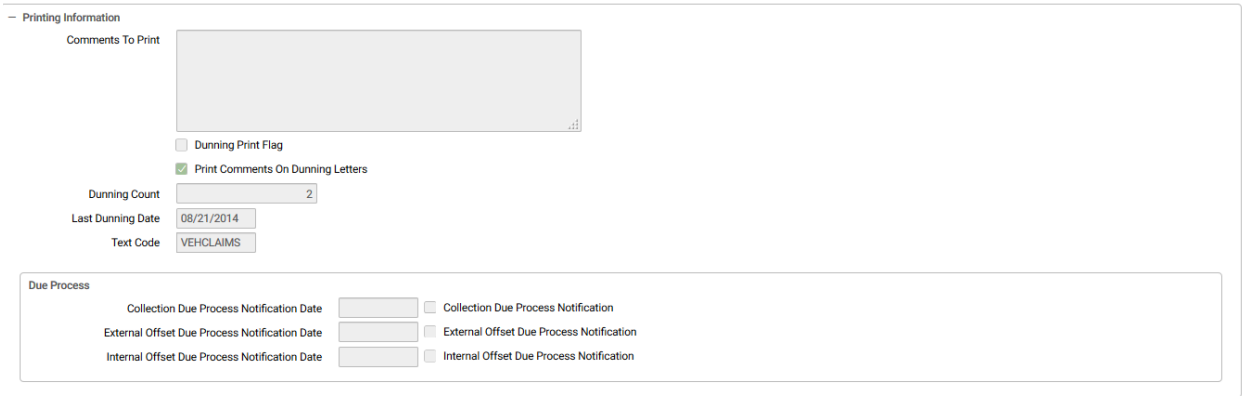
- Accounting Dimensions
    - Records the Accounting Template, Fund, BBFY, Program, Activity, Sub-Object Class, Revenue Source Code, etc.
- Referenced Amounts
    - Includes the total Internal Offset amount recorded against the DA Entity
- Amortization Schedule
    - Review any amortization schedule associated to the DA Entity

Figure 204: Accounting Line Tab - Accounting Dimensions



- Comments to Print
    - Used by Region 6/Region 7 to include additional information to print to the Demand Letter/Dunning Notice not already included in the pre-configured text codes
- Dunning Print Flag/Print Comments on Dunning Letters
    - Determine if the DA Entity is eligible for Dunning/to print comments
- Dunning Count/Last Dunning Date
    - Allow users to review how many times and the last date on which the Debtor has been dunned
- Text Code
    - Determines the text to be printed to the Demand Letter/Dunning Notice

Figure 205: Accounting Line Tab - Printing Information



- Referral
    - The Referral button allows users to review any referred Debt/important dates/amounts

Figure 206: Referral Button

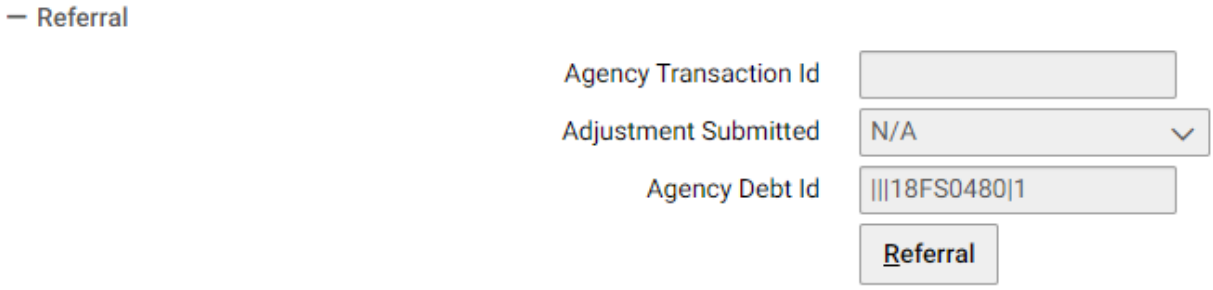
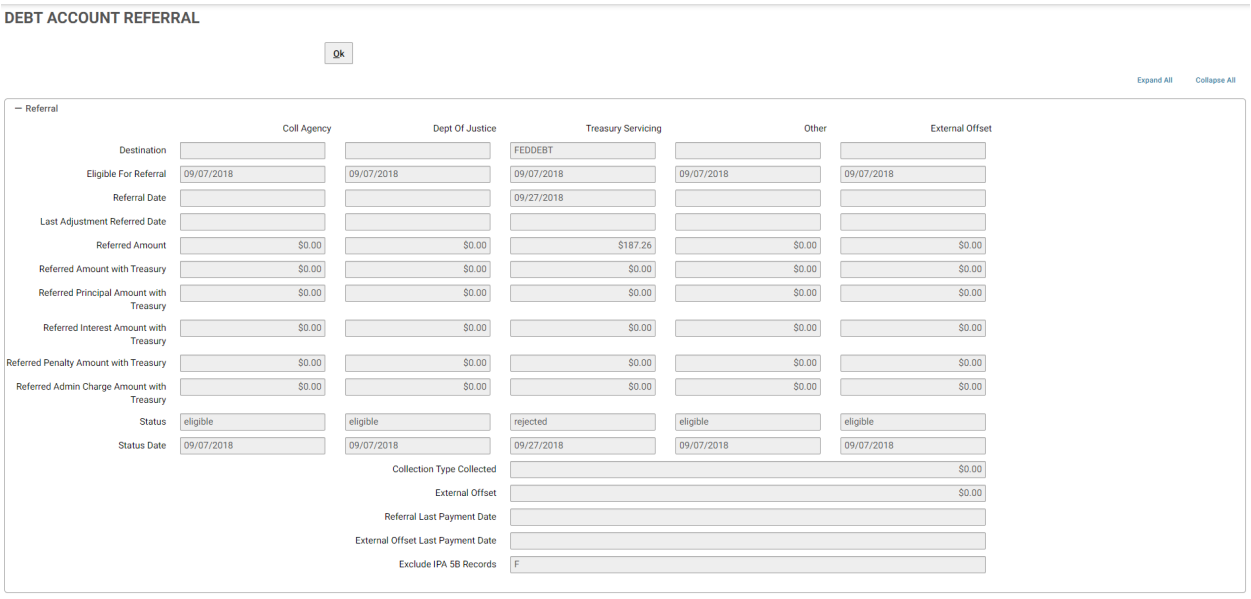
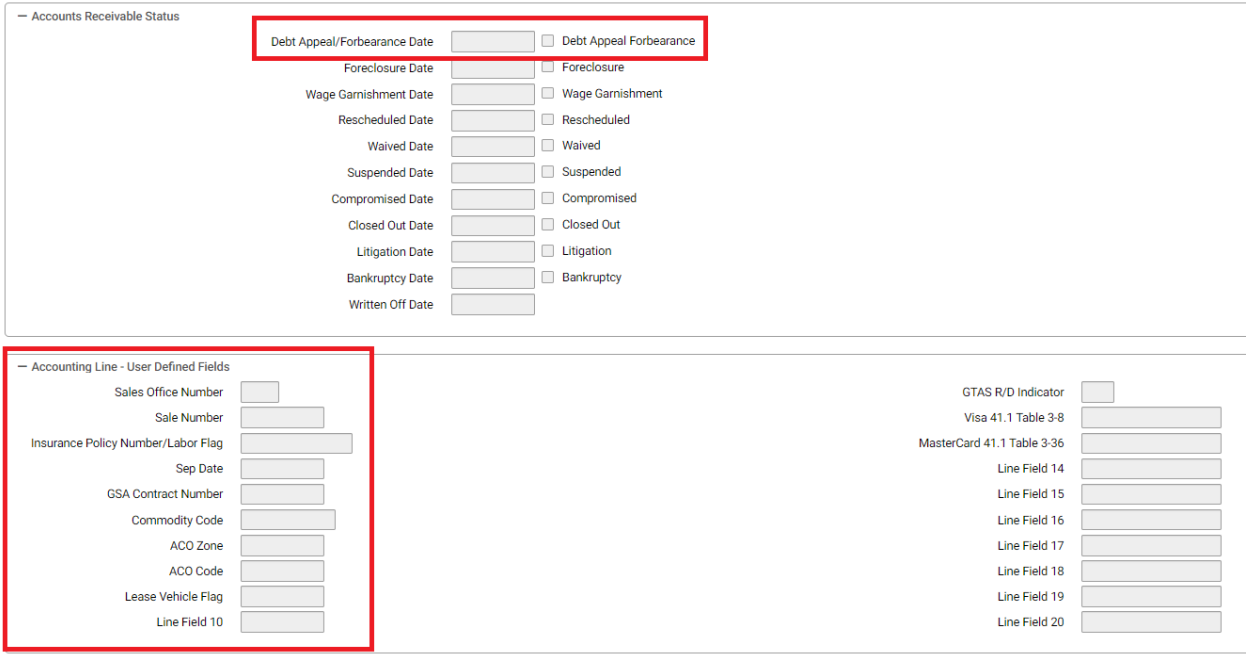


Figure 207: Referral Page



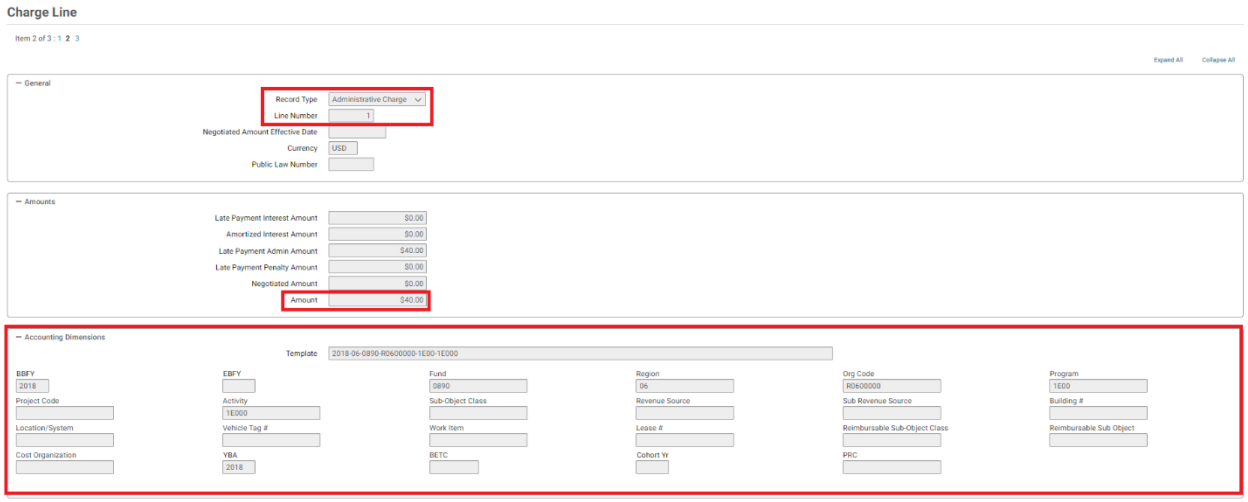
- Debt Appeal/Forbearance Date/Flag
    - Allows users to review DA Entity under dispute/having DAFF set equal to True
- Accounting Line User Defined Fields
    - Provide additional detail specific to the Debt Account

Figure 208: Accounting Line Tab - Accounting Line User Defined Fields



- Charge Lines
    - Users may review any associated Interest, Penalty, and/or Admin Charge lines on the accounting line
- Selecting the charge line and Selecting the Charge Line hyperlink opens the detail screen including:
- Record Type (Interest, Penalty, or Admin Charge)
- Transaction Type
- Amounts
- Accounting Dimensions

Figure 209: Accounting Line Tab (continued)



Debt Account by Debt Account Group Query

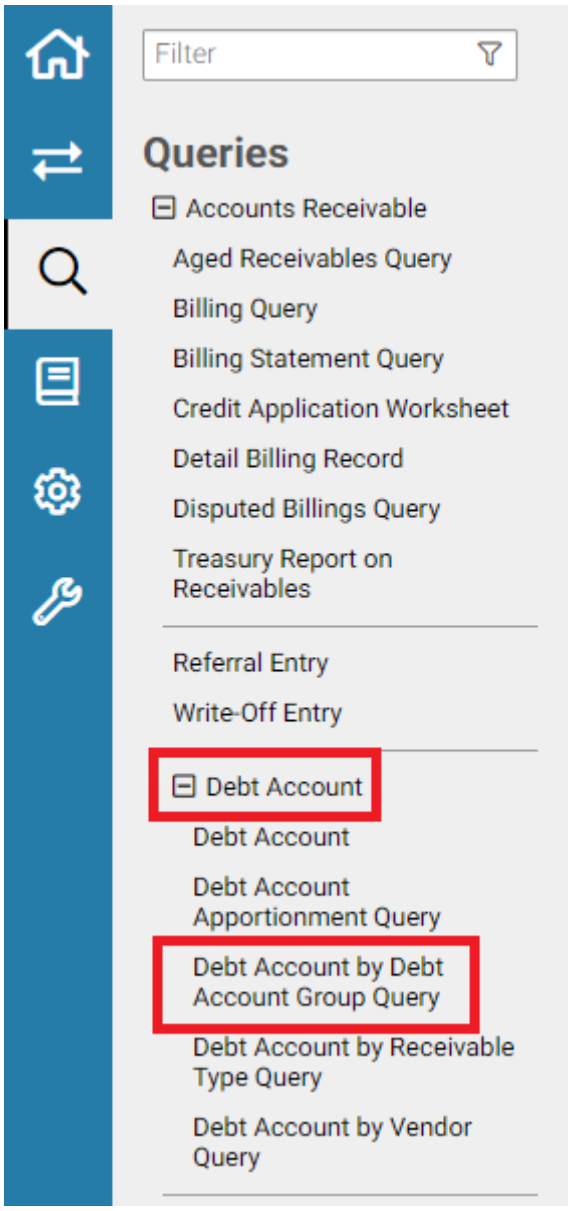
Users will also use the Debt Account by Debt Account Group Query to:

- Search all open claims by Debt Account Group, i.e., ESCLAIMS, R6CLAIMS, and R7CLAIMS.
- Review summary level Debt Account Group Detail information.
- Review all Debtors within the Debt Account Group.
- Review a Receivable Type Summary within the Debt Account Group.
- Obtain a listing of Debt Account Numbers associated to the Debt Account Group.
- Provides a direct link to the Debt Account Query

Accessing the Debt Account by Debt Account Group query can be accomplished by using the following path:

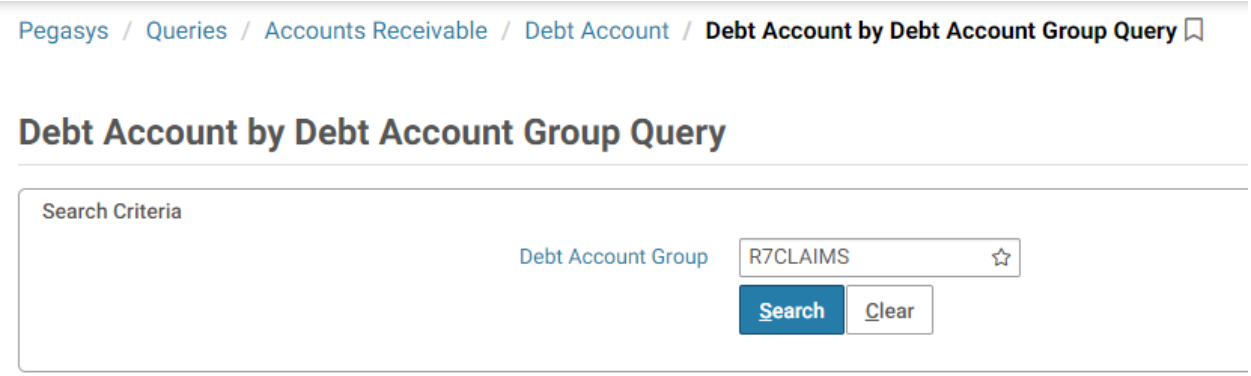
Queries → Accounts Receivable → Debt Account → Debt Account by Debt Account Group Query.

Figure 210: Accessing the Debt Account by Debt Account Group Query



- To search for DAs, enter applicable Debt Account Group and select the **Search** button.

Figure 211: Search for Debt Account



Users may view summary level information at the Debt Account Group level by:

- Debt Account Group
- Debtor
- Receivable Type
- Debt Account Number

Figure 212: Debt Account Group Detail Tab

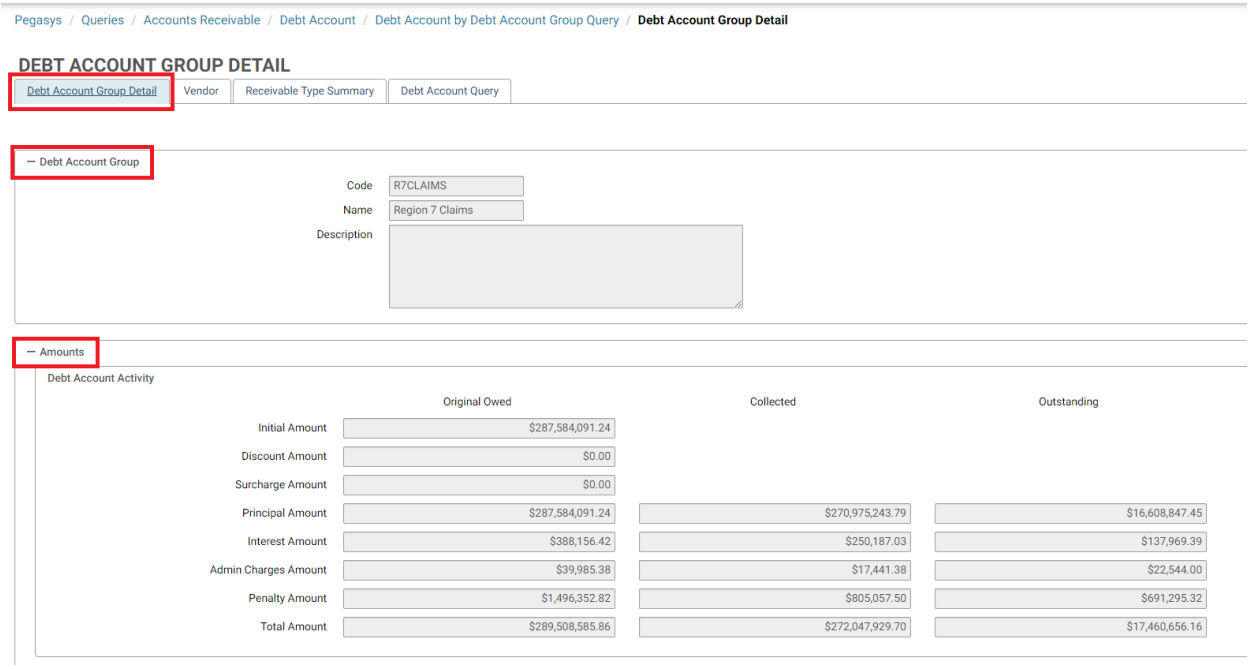


Figure 213: Debt Account Summary Level Debtor Tab

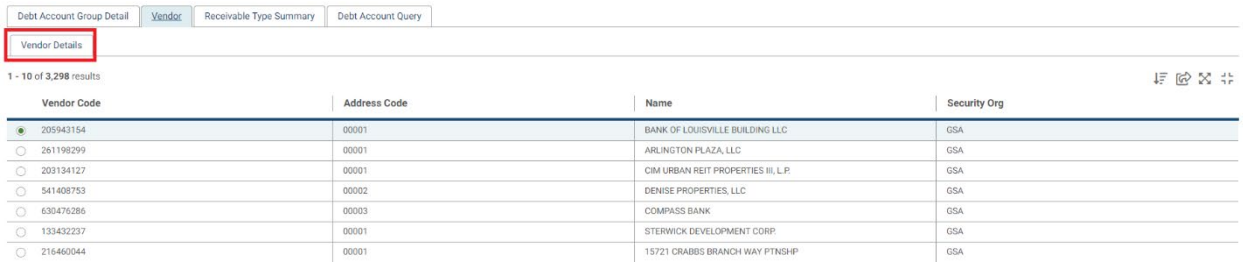


Figure 214: Debt Account Summary Level Receivable Type Tab

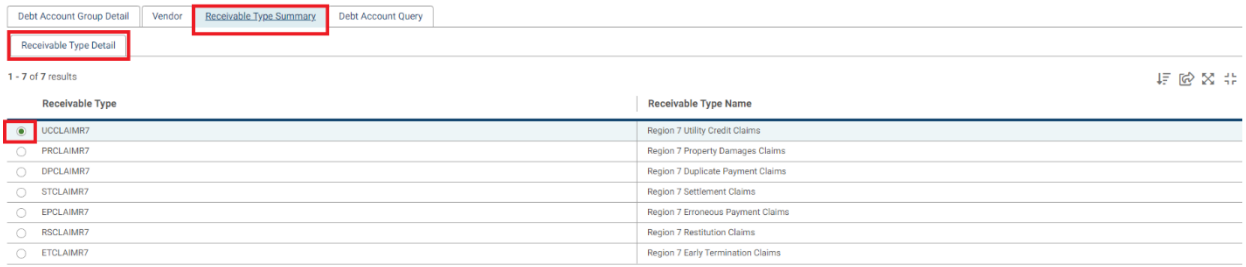
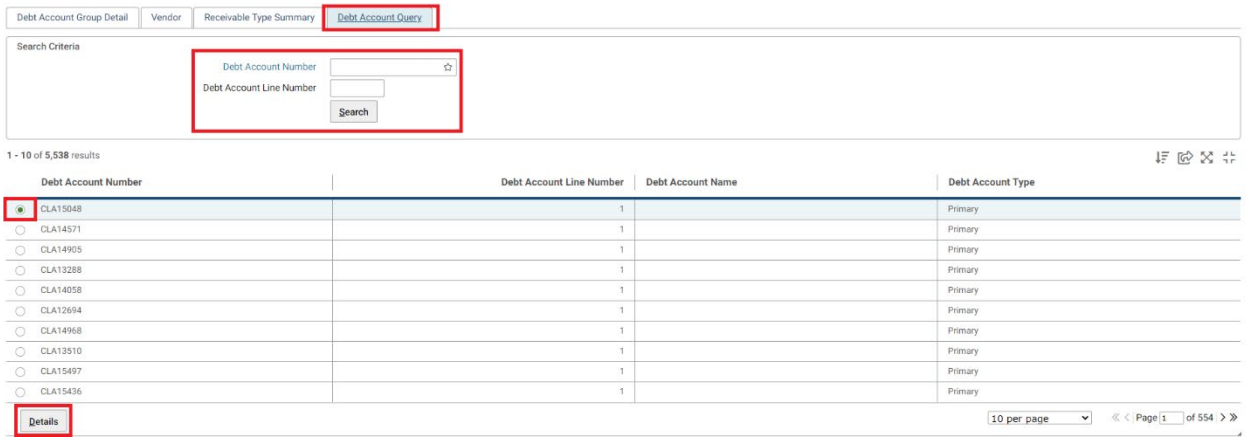


Figure 215: Debt Account Query Linkage via Debt Account Group Detail Query



4.7.8 Amortization Schedules and Promissory Notes

In certain instances, the Debtor associated to an outstanding debt will request a payment schedule. If GSA accepts, the request for a payment schedule initiates the necessity to establish an Amortization Schedule and produce a Promissory Note, which is later sent to the debtor to be signed and notarized. The Amortization Schedule is created and maintained on a Pegasys Reference table where users have the option to create, modify, and view individual payment schedules. The Amortization Schedule reference table allows users to define the terms of the payment schedule, including payment periods, payment installations, and interest.

4.7.8.1 Define Amortization Schedule and Generate Promissory Note

Amortization Schedule Definition

The Amortization Schedule is created and maintained on a reference table housed in Pegasys containing the payment terms defined by the legally binding payment schedule entered into between GSA and the Debtor. Included in the Amortization Schedule are the principal and interest allocation of each monthly payment, the total principal and interest that will be paid over the life of the debt. The payment schedule details each periodic payment as generated by an amortization calculator.

While a portion of every payment is applied towards both **interest** and the **principal balance** of the loan, the exact amount applied to principal each time varies (with the remainder going to interest). The amortization schedule defines the specific monetary amount put towards interest, as well as the specific amount put towards the principal balance, with each payment. Initially, a larger portion of each payment is devoted to interest. As the loan/debt matures, larger portions go towards paying down the principal.

Promissory Note Definition

The Promissory Note is a financial instrument that contains a written promise by one party to pay another party a definite sum of money via a predefined schedule. The promissory note contains all the terms pertaining to the indebtedness by the issuer to the note's payee, such as the amount, interest rate, maturity date, date and place of issuance, and issuer's signature. The Promissory Note is a legally binding document establishing payment terms between GSA and the Debtor issued the Promissory Note.

Once an Amortization Schedule is established, it is associated to the Debt Account Entity in order to generate the Promissory Note. The Promissory Note report is generated through the On-Demand reports utility. The Promissory Note report contains a detailed installment payment schedule with the number of payments, amount of the payments due, and the due dates. The report shows the principal amount of the note, the amount of interest being paid, the interest rate, and any penalty and/or administrative charges that may apply to the note.

After the Promissory Note report is generated, the Amortization Schedule reference is removed from the associated Debt Account Entity because it has not been “activated” at this time. The Promissory Note does not take effect until the debtor returns the note with their signature and a notarization.

Once the debtor signs, notarizes, and returns the note to GSA, the Promissory Note becomes a legally binding document between GSA and the debtor. At that time, the signed/notarized Promissory Note is attached to the Debt Account and the Amortization Schedule noted above is re-associated to the Debt Account, thereby activating the Promissory Note.

4.7.8.2 Steps to Create an Amortization Schedule

An Amortization Schedule is generated when GSA agrees to a Debtor's request of flexible payment terms related to an outstanding debt. The Amortization Schedule is established in Pegasys by creating a new record on the Amortization Schedule reference table. The Amortization Schedule reference table allows GSA to define the terms of the payment schedule, including payment periods, payment installations, and interest. The following steps describe how to create a unique Amortization Schedule in Pegasys.

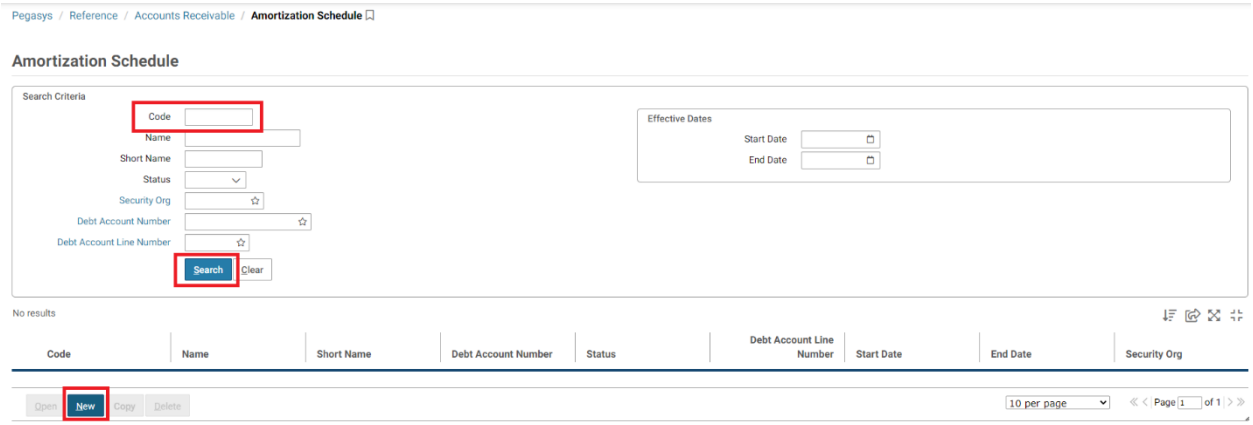
Steps to Create an Amortization Schedule:

1. Navigate to Reference → Accounts Receivable → Amortization Schedule.

   The Amortization Schedule reference table is opened successfully.

2. Select **New** to generate a new Amortization Schedule.

Figure 216: Amortization Schedule - New Button

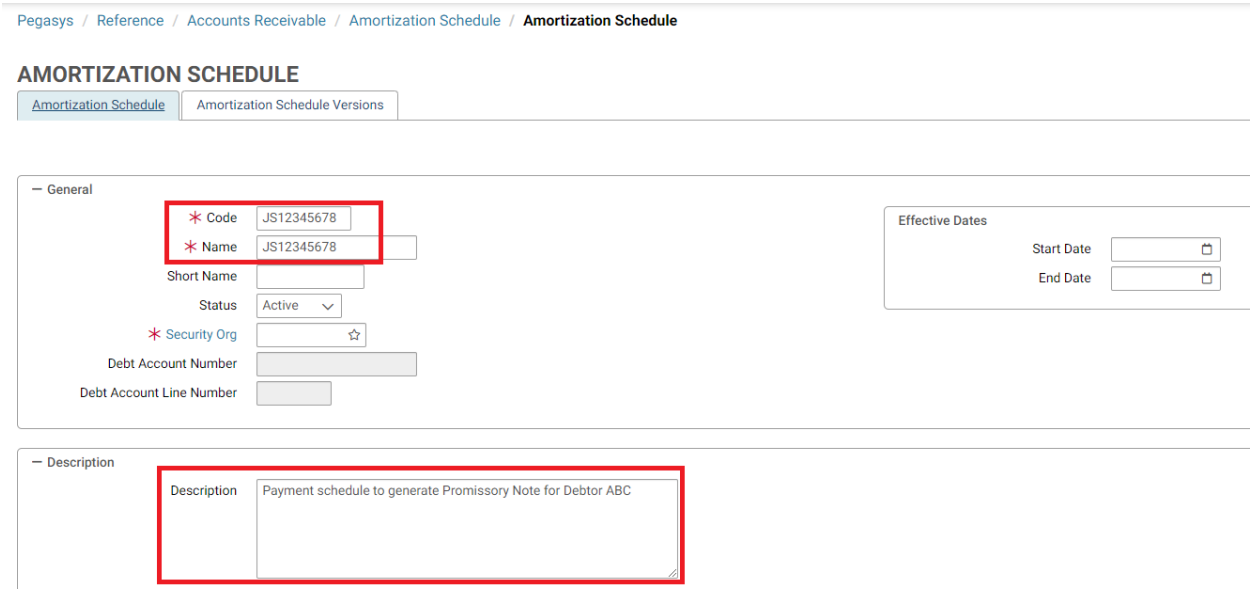


3. Enter a unique value in the Amortization Schedule **Code** field.

   NOTE: The maximum length of the Code value is 10 characters.

4. Populate the **Name**.
5. Enter a Description.

Figure 217: Amortization Schedule - General Information

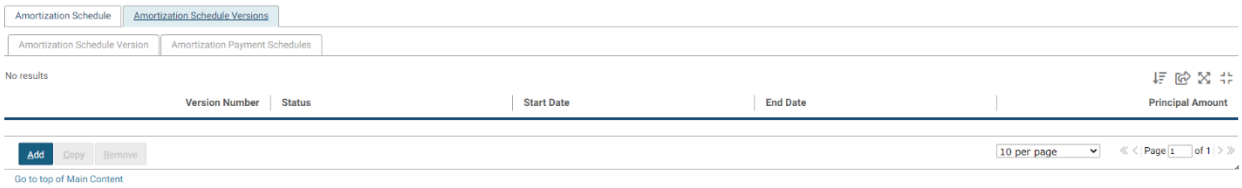


NOTE: The Debt Account Number and Debt Account Line Number fields are disabled and cannot be populated when creating the Amortization Schedule. Rather, after the Amortization Schedule is added to the associated Debt Account document via an Amendment, these fields will then automatically populate and record the associated Debt Account information.

NOTE: Although the Security Org field is required, it does not need to be populated by the user. Rather, the field will be auto-populated by the system upon selecting Save.

6. Navigate to the **Amortization Schedule Versions** tab.

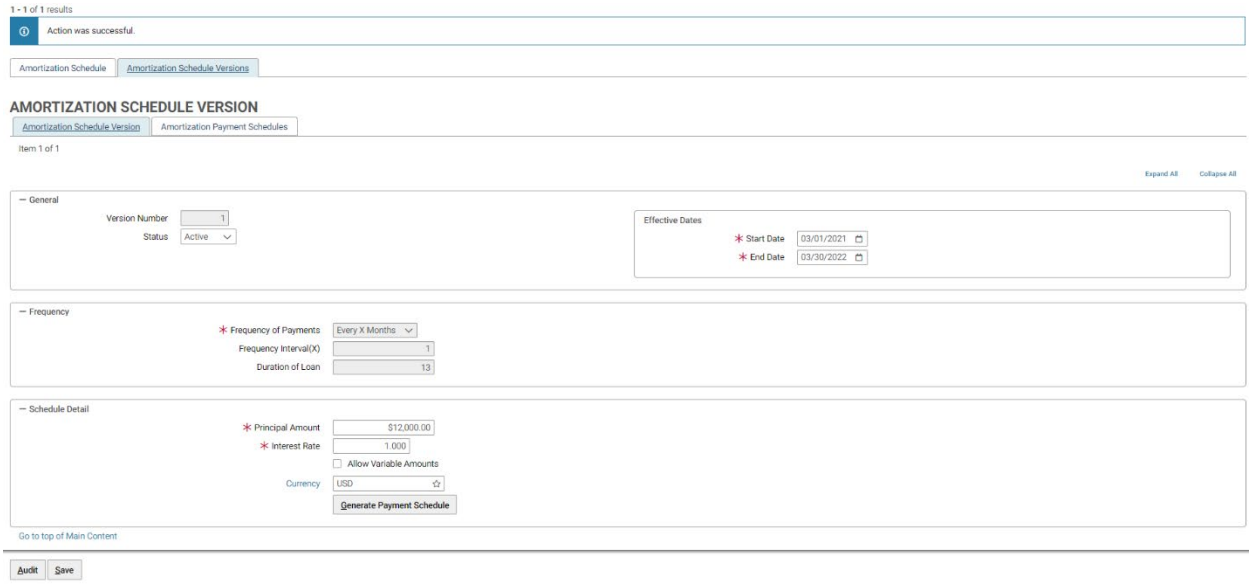
Figure 218: Amortization Schedule Versions tab



7. Select **Add**.

   The **Amortization Schedule Version** tab opens.

Figure 219: Amortization Schedule Version



8. Enter a **Start Date** and **End Date** to define the Amortization Schedule's effective period.

   NOTE: For an Amortization Schedule that should be paid over 1 year, set the Start Date and End Date per the following:

   a. **Start Date**: Current date (example: 8/1/2015)

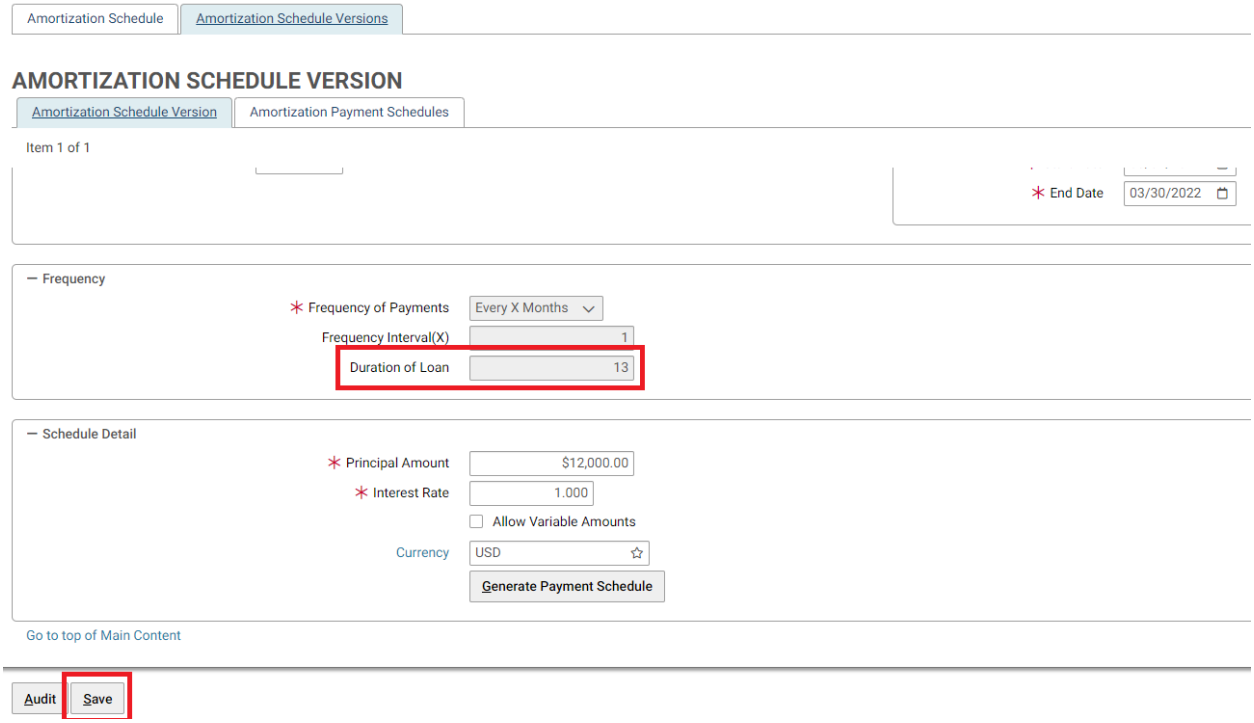
   b. **End Date**: Current date + 364 days (example: 7/31/2016)

9. Set the **Frequency of Payments** dropdown to Every X Months.
10. Enter a **Frequency Interval (X)** = 1.

    NOTE: The Duration of Loan field is disable and will auto-populate based on the values entered in the Start/End Date and Frequency of Payments fields.

11. Enter the **Principal Amount** of the outstanding debt.
12. Enter the **Interest Rate** as a percentage.
13. Select **Save**.

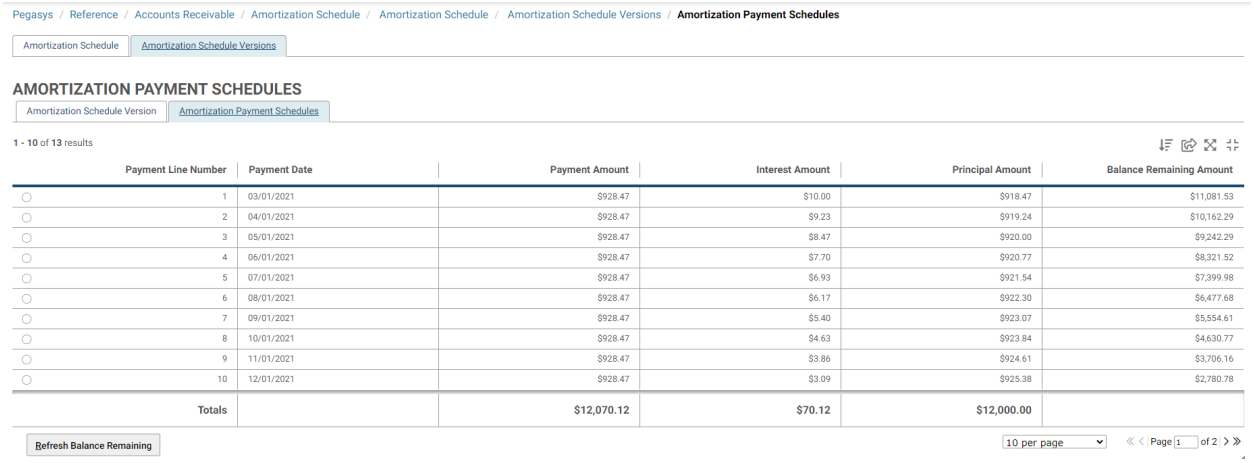
Figure 220: Amortization Schedule Version Tab - Save Button



NOTE: Selecting the Save button will automatically populate the Duration of Loan field based on the values entered in the Start/End Date and Frequency of Payments fields. In this example, the duration of the loan is calculated as 11 months, but the payment schedule to be generated will include 12 monthly payments.

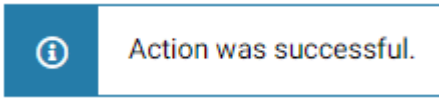
14. Select the **Generate Payment Schedule** button.
15. Navigate to the **Amortization Payment Schedules** tab.
16. Review the Payment Schedule information.

Figure 221: Payment Schedule Information



17. Select **Save**.

Figure 222: Save Message



4.7.8.3 Steps to Create and Activate a Promissory Note

The Promissory Note report is generated through the On-Demand reports utility. The generated Promissory Note report is sent to the Debtor to be signed and notarized.

- The Amortization Schedule reference is first added to the associated Debt Account document via an Amendment in order to generate the Promissory Note.
- The Amortization Schedule reference is removed from the Debt Account after generating the Promissory Note report to prevent activation until GSA receives the signed and notarized document.
- The Amortization Schedule is re-associated to the Debt Account Entity once the signed and notarized copy is received.
- This action activates the Promissory Note.

The following steps describe in detail the process to create and activate the Promissory Note.

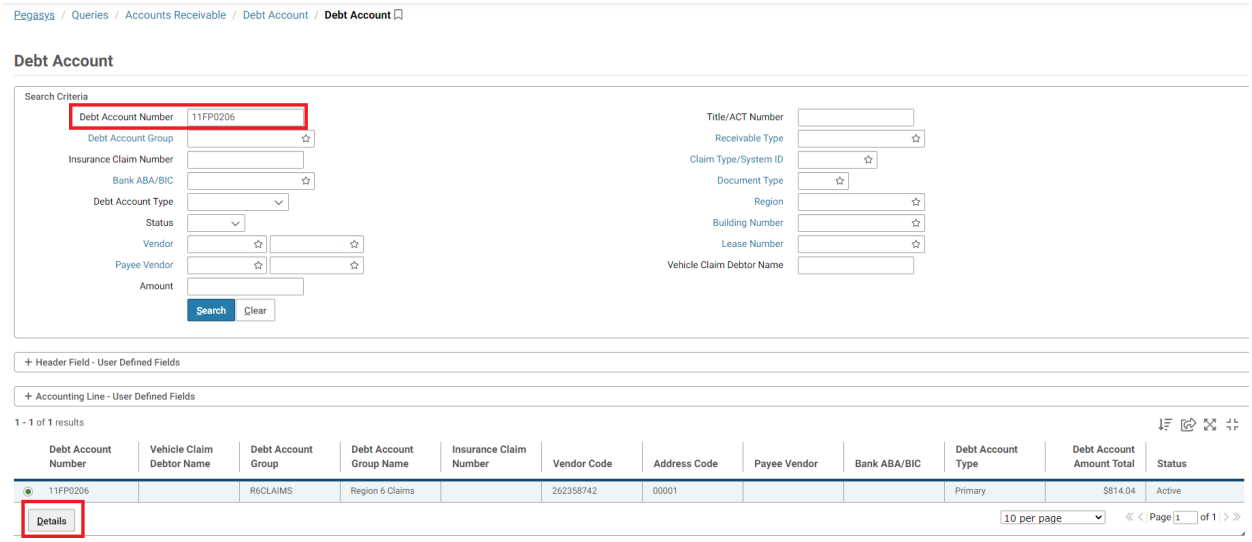
Steps to Create and Activate the Promissory

1. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.

   The **Debt Account Query** is opened successfully.

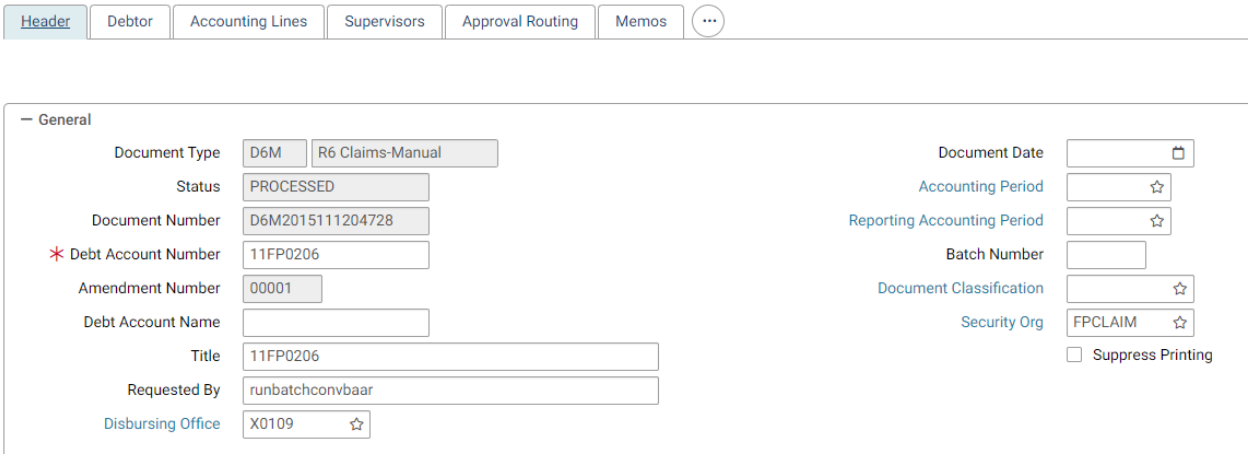
   NOTE: Steps #1-28 detail the association of the Amortization Schedule to the Debt Account Entity and the subsequent generation of the Promissory Note report.
2. Enter the **Debt Account Number** of the DA Entity to which you will associate the Amortization Schedule.
3. Select **Search**.
4. Select the record from the item collection and Select **Details**.

Figure 223: Debt Account Number



5. Select the **Amend Document** button.

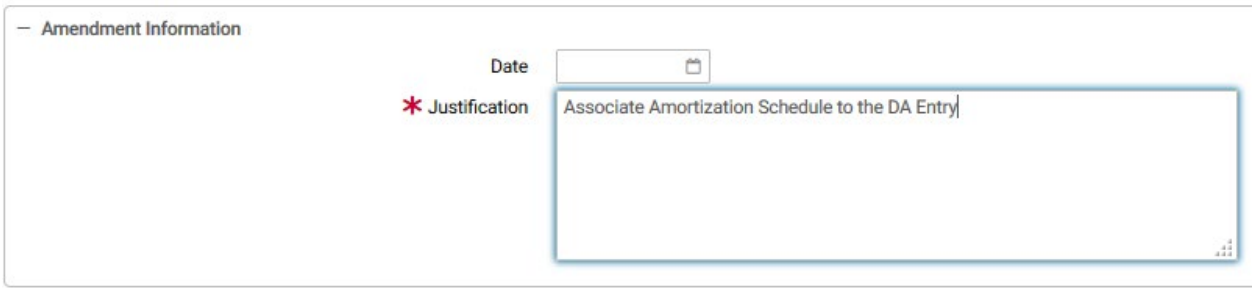
Figure 224: Amend Document



6. Select **Generate** to create a system-generated Amendment Number.
7. Select **OK**.
8. Enter an **Amendment Justification**.

   NOTE: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Figure 225: Amendment Justification Field



9. Navigate to the **Accounting Lines** tab.
10. Select the Accounting Line and Select the Accounting Line hyperlink.
11. Enter the Amortization Schedule Code in the **Amortization Schedule** field.

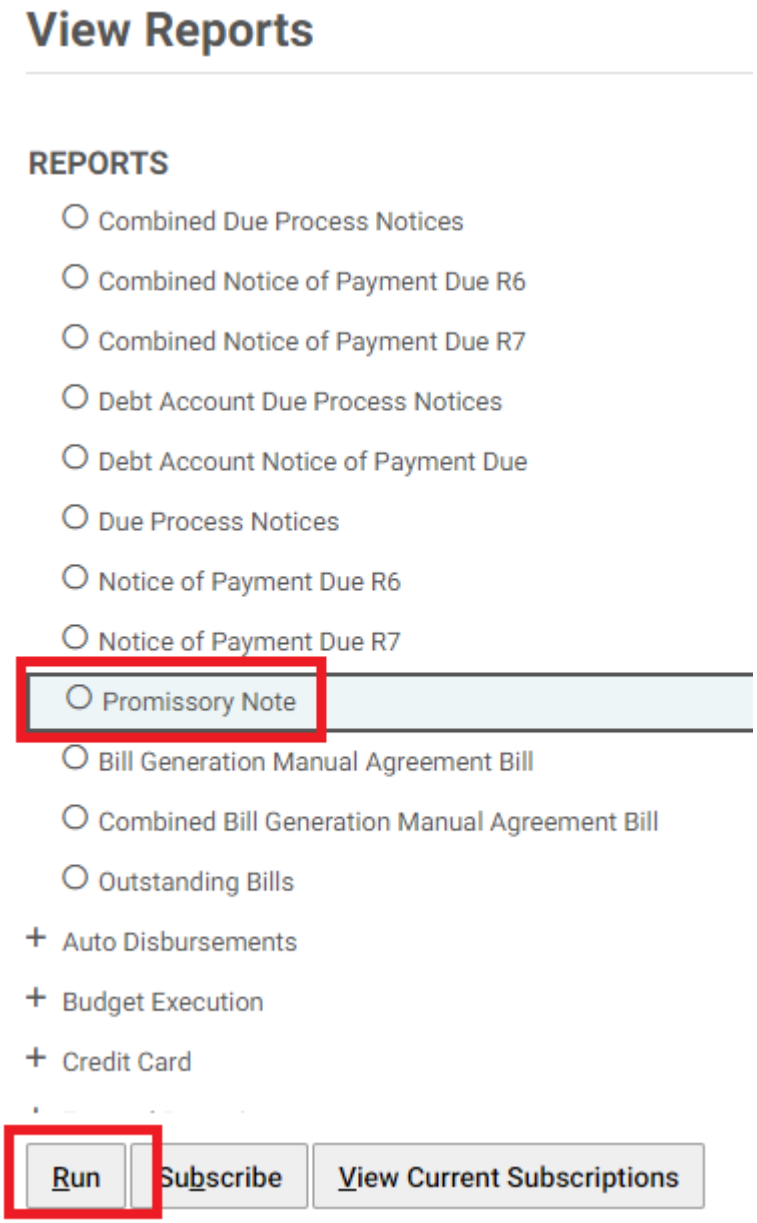
Figure 226: Amortization Schedule Code

12. Select **Save**.
13. Select **Verify**.

    NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

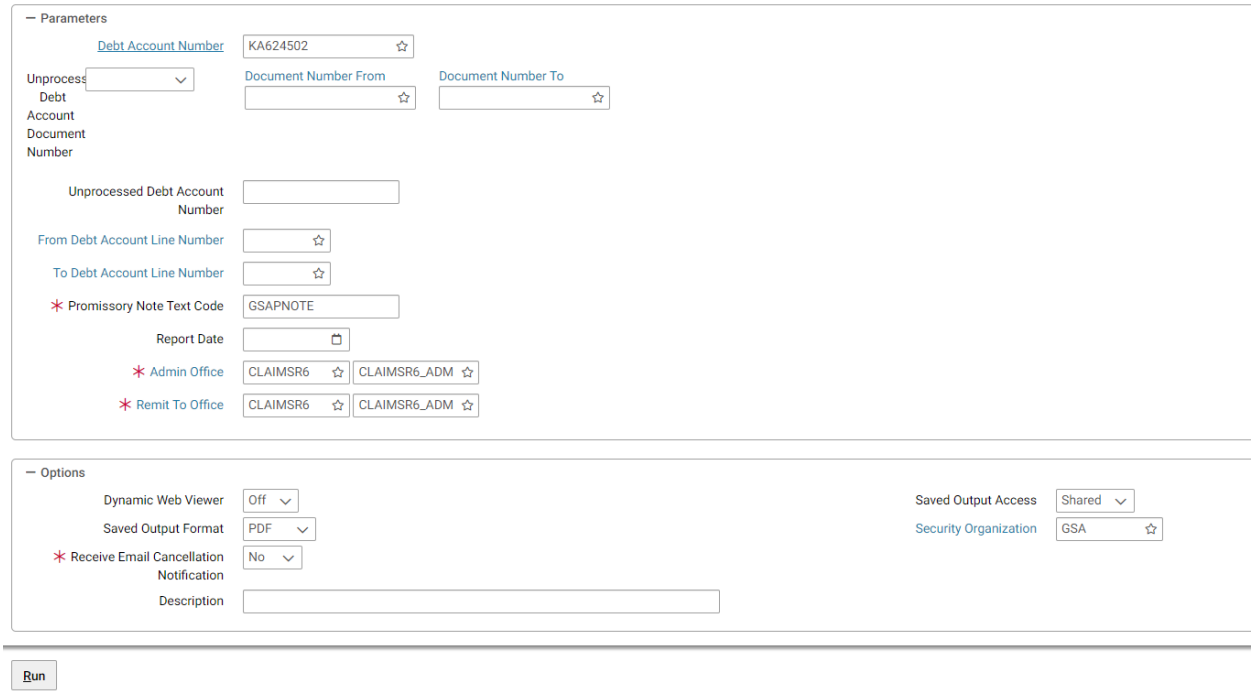
14. Select the **Submit** button.
15. Navigate to Utilities → Reports → View Reports.
16. Expand the Accounts Receivable section.
17. Select the Promissory Note report.
18. Select **Run**.

Figure 227: Promissory Note



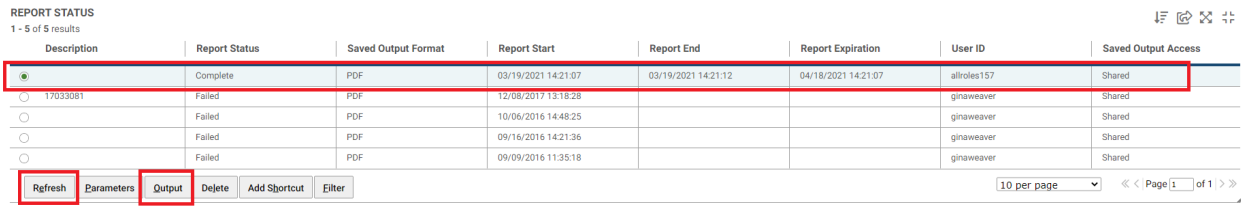
19. Enter the **Debt Account Number**.
20. Verify the **Promissory Note Text** Code is populated as GSAPNOTE.
21. Enter the **Admin Office** Code and Admin Office Address Code.
22. Enter the **Remit To Office** Code and Remit To Office **Address Code**.
23. Set the **Saved Output Access** dropdown to Shared.
24. Set the **Security Organization** to GSA.
25. Select **Run**.

Figure 228: Run Promissory Note



26. Close the report execution window.
27. Select **Refresh** from the View Reports window.
28. Retrieve the Promissory Note report output by selecting the record from the item collection and Selecting **Output**.

Figure 229: Promissory Note - Item Collection



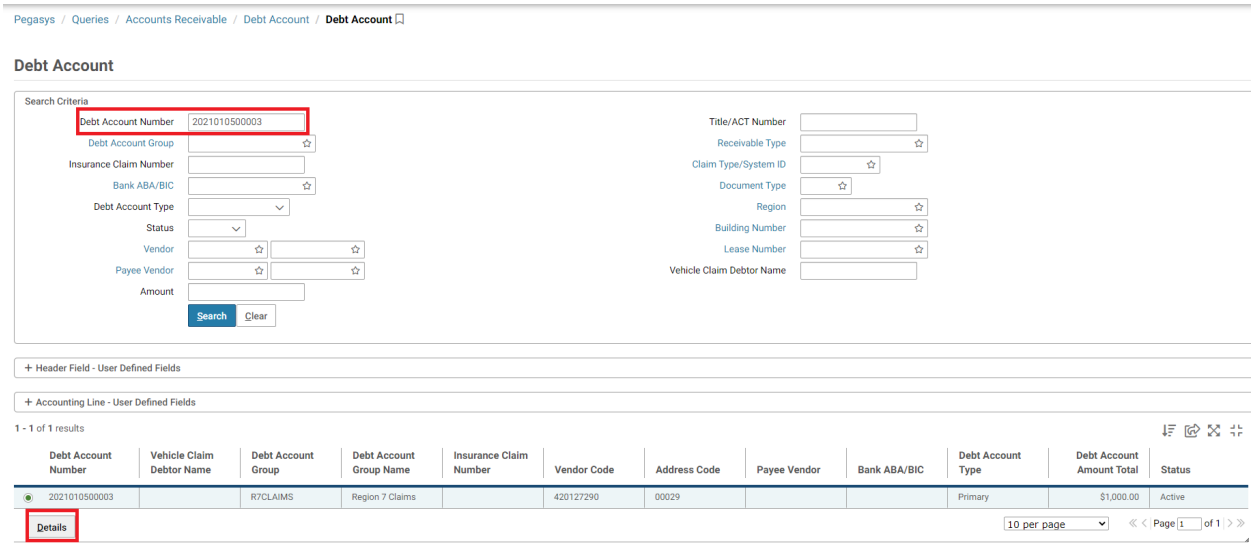
29. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.

    The Amortization Schedule reference table is opened successfully.

    NOTE: Steps #30-43 will detail the interim process where the Amortization Schedule is disassociated from the Debt Account Entity while GSA is waiting for the Debtor to return the signed and notarized Promissory Note.

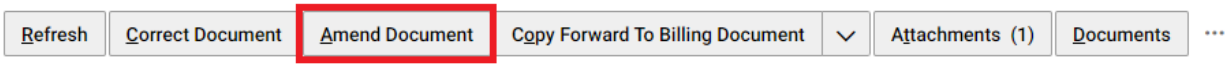
30. Enter the **Debt Account Number** of the DA Entity to which you will associate the Amortization Schedule.
31. Select **Search**.
32. Select the record from the item collection and Select **Details**.

Figure 230: Debt Account Query - Detail Button



33. Select the **Amend Document** button.

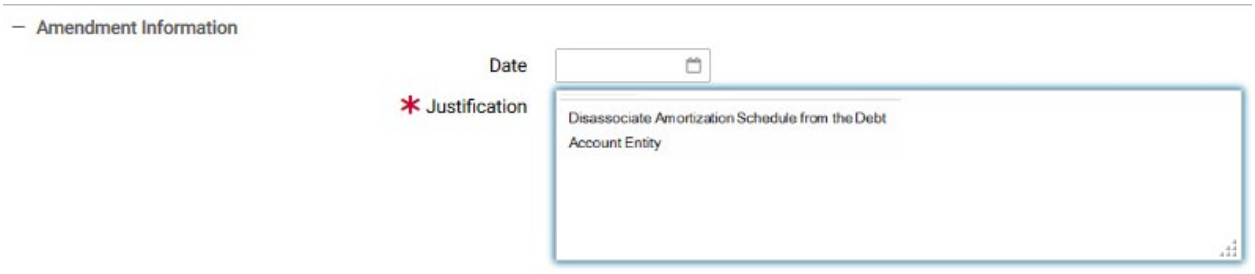
Figure 231: Debt Account - Amend Document Button



34. Select **Generate** to create a system-generated Amendment Number.
35. Select **OK**.
36. Enter an **Amendment Justification**.

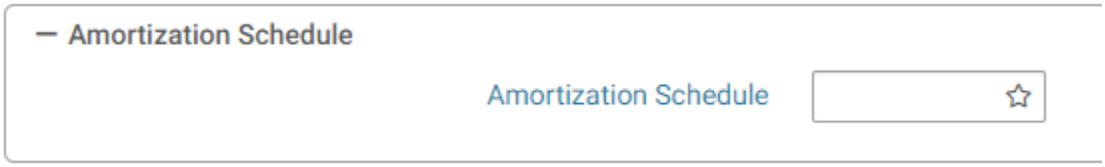
    NOTE: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Figure 232: Amendment Justification



37. Navigate to the **Accounting Lines** tab.
38. Select the Accounting Line and Select the Accounting Line hyperlink.
39. Remove the Amortization Schedule Code in the **Amortization Schedule** field.

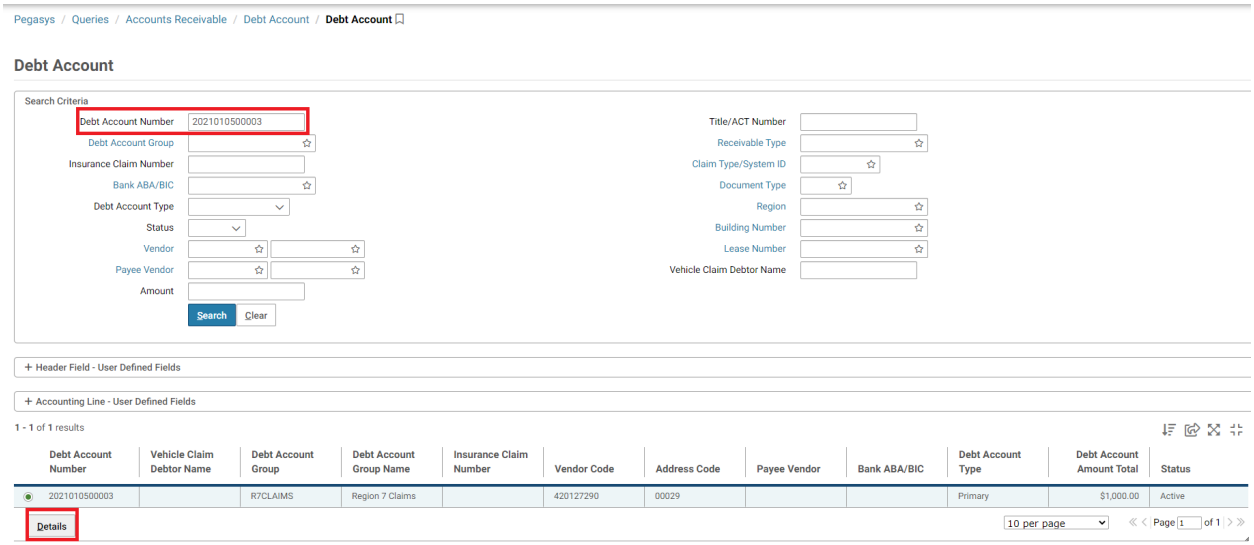
Figure 233: Amortization Schedule Field



40. Select **Save**.
41. Select **Verify**.
42. Select the **Submit** button.
43. Offline Activity:
    a. The Promissory Note report output is sent to the Debtor to be signed and notarized.
    b. The Debtor returns the signed and notarized copy of the Promissory Note.
    c. The Promissory Note is activated.

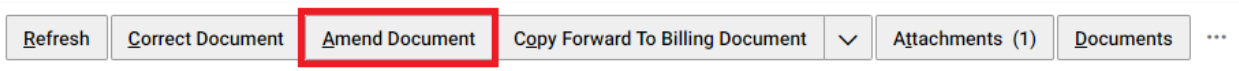
    NOTE: Steps #44-65 detail the process to activate the Promissory Note on the Debt Account in Pegasys.
44. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.
45. Enter the **Debt Account Number** of the DA Entity to which you will associate the Promissory Note.
46. Select **Search**.
47. Select the record from the item collection and Select **Details**.

Figure 234: Debt Account Query



48. Select the **Amend Document** button.

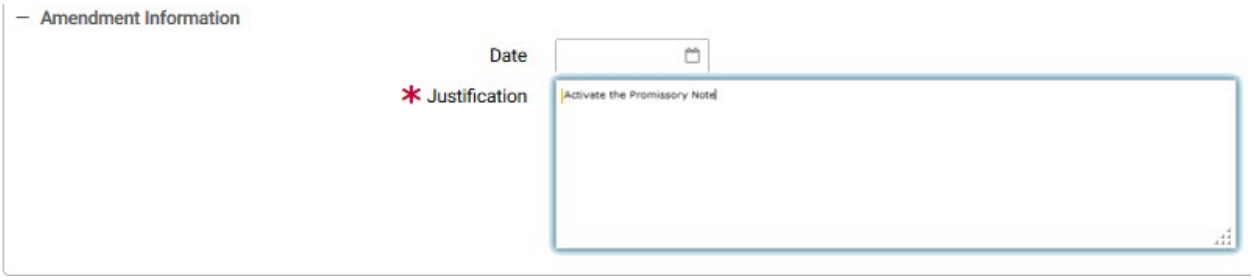
Figure 235: Debt Account Detail Record - Amend Document Button



49. Select **Generate** to create a system-generated Amendment Number.
50. Select **OK**.
51. Enter an **Amendment Justification**.

    NOTE: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Figure 236: Justification

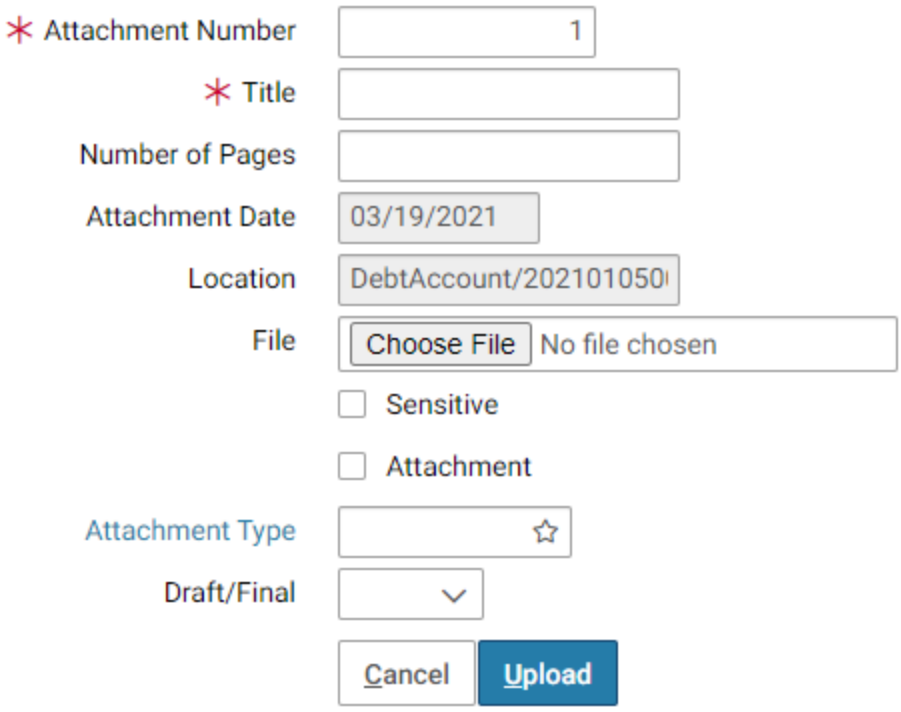


52. Set the **Waive Interest on Principal, Waive Penalty, and Waive Admin Charges** flags to True.

Figure 237: Debt Account Total Details

53. Select the **Attachments** button.
54. Select **Click or Drag Files Here** and browse for the signed and notarized Promissory Note to attach.
55. Select **Apply**.

Figure 238: Upload Screen



56. Select **Return**.
57. Navigate to the **Accounting Lines** tab.
58. Select the Accounting Line and Select the Accounting Line hyperlink.
59. Update the **Transaction Type** to 02.

    NOTE: The Transaction Type update will result in a posting change to the Loans Receivable GL.
60. Re-associate the Amortization Schedule Code in the **Amortization Schedule** field.

Figure 239: Associate Amortization Schedule Code

61. Set the **Dunning Print Flag** to False.

Figure 240: Dunning Print Flag

62. Select **Save**.
63. Select **Verify**.
64. Select the **Submit** button.

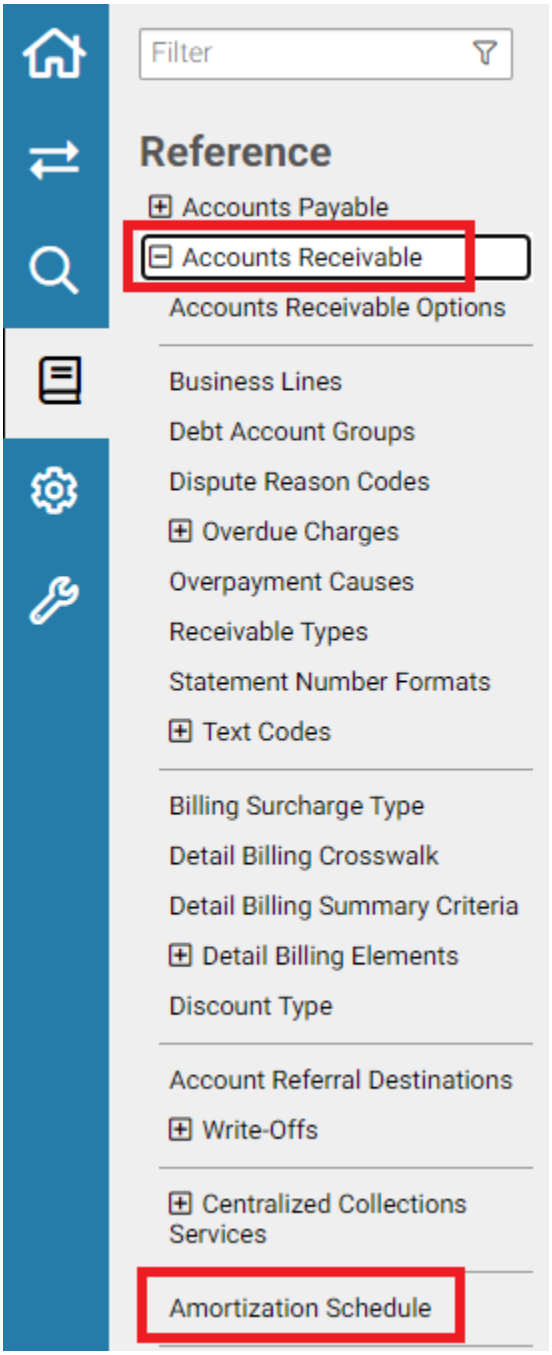
4.7.8.4 Steps to Assess Interest on Amortization Schedules

The user manually amends the Debt Account Entity to assess the monthly interest amount defined in the associated Amortization Schedule. The following steps describe how to add the interest charge line to the Debt Account Entity manually when an active Amortization Schedule is referenced on the Debt Account.

Steps to Create and Activate the Promissory

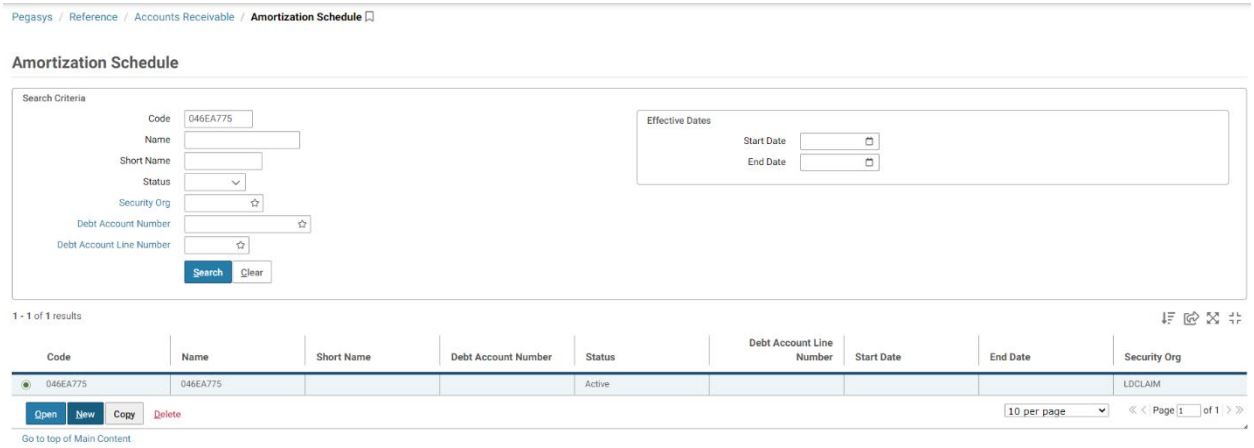
1. Navigate to Reference → Accounts Receivable → Amortization Schedule.

Figure 241: Amortization Schedule Navigation



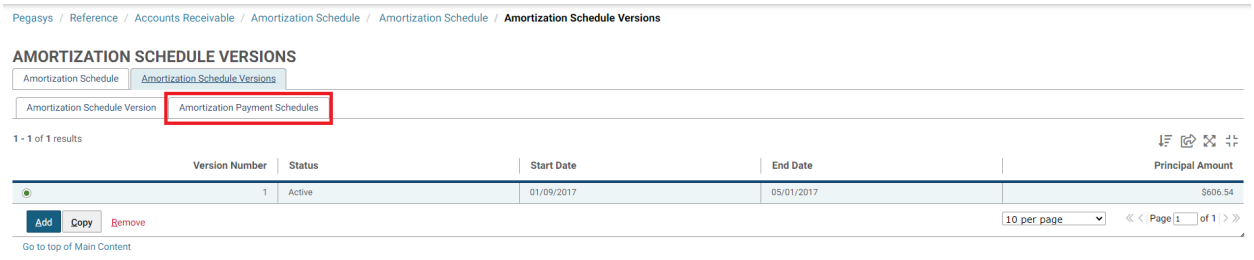
2. Enter the **Code** value of the Amortization Schedule associated with the Debt Account.
3. Select **Search**.
4. Select the record from the item collection and Select **Open**.

Figure 242: Item Collection



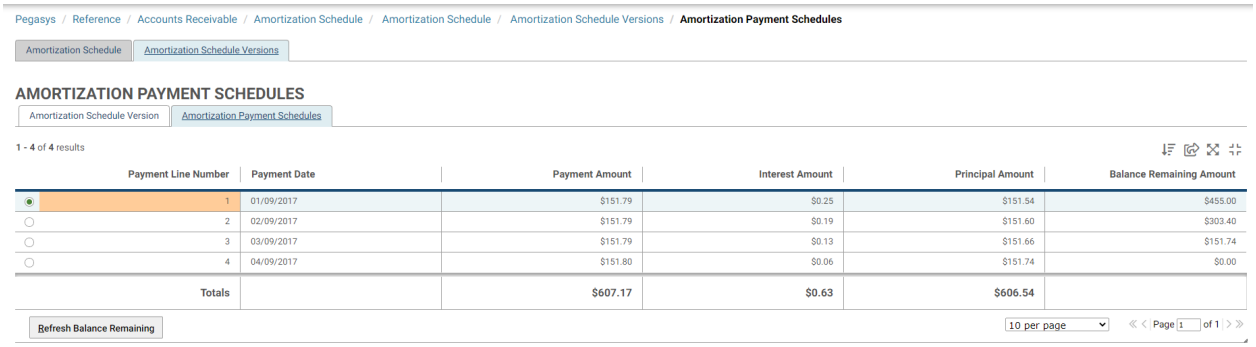
5. Navigate to the **Amortization Schedule Versions** tab.
6. Select the record from the item collection and Select the Amortization Payment Schedules hyperlink.

Figure 243: Amortization Payment Schedules Hyperlink



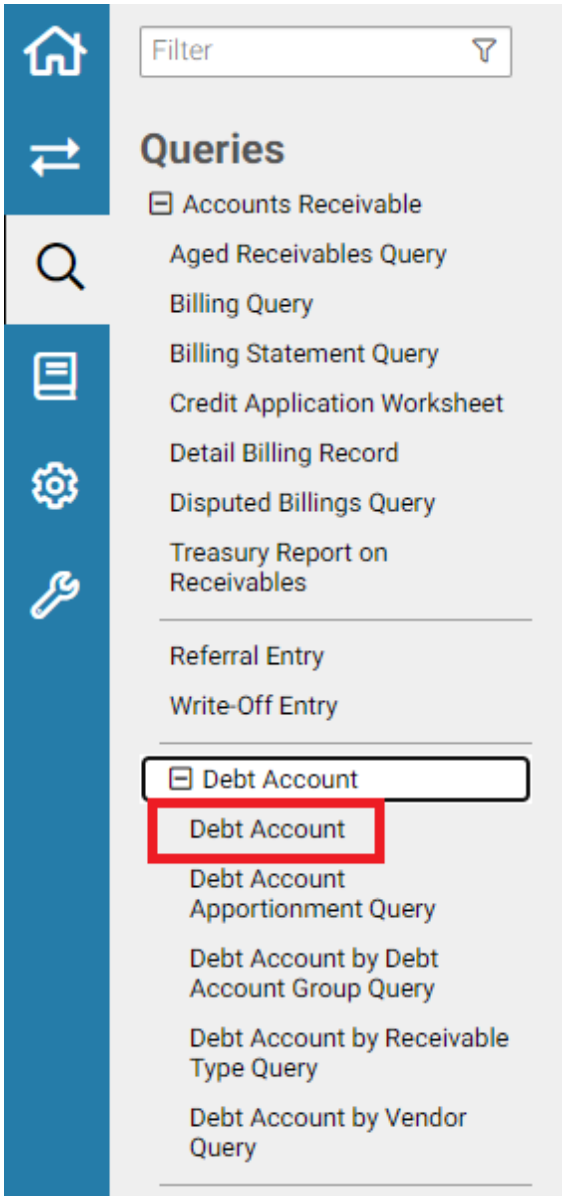
7. Record the interest amount to be recorded for the next payment date.

Figure 244: Interest Amount



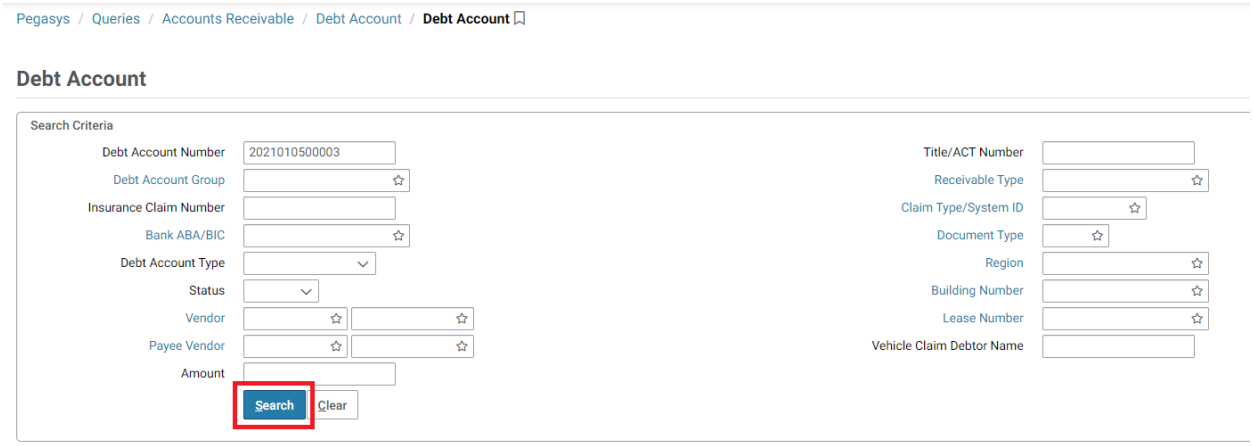
8. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account.

Figure 245: Debt Account



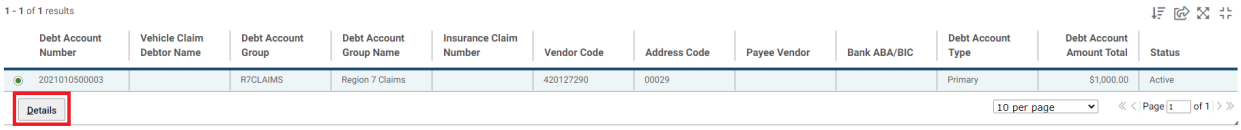
9. Enter the **Debt Account Number** of the DA Entity to which the Amortization Schedule is associated.
10. Select **Search**.

Figure 246: Debt Account Search Criteria



11. Select the record from the item collection and Select the **Details** button.

Figure 247: Details Button

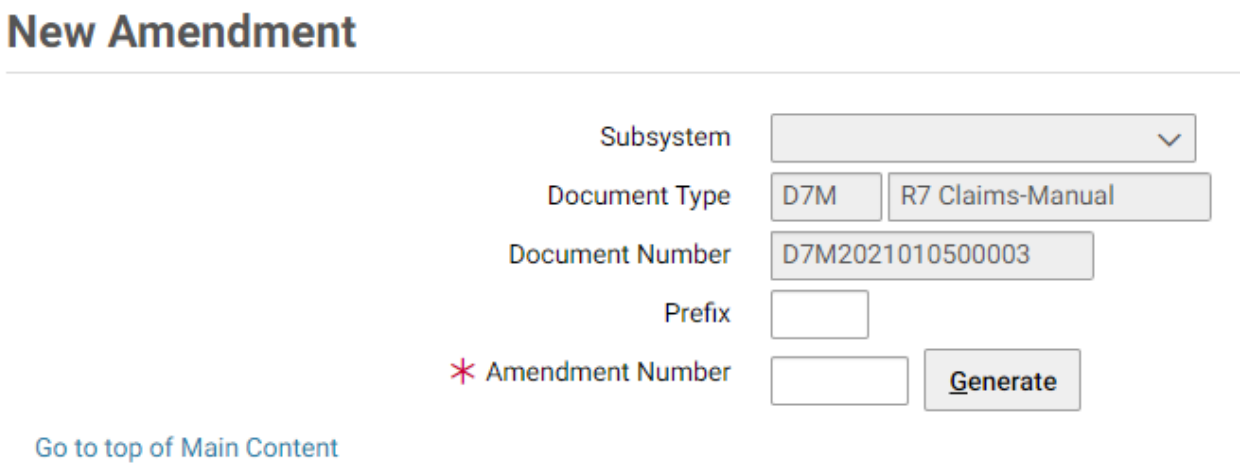


12. Select the **Amend Document** button.

Figure 248: Amend Document Button

13. Select the **Generate** button to create a system-generated Amendment Number.
14. Select **OK**.

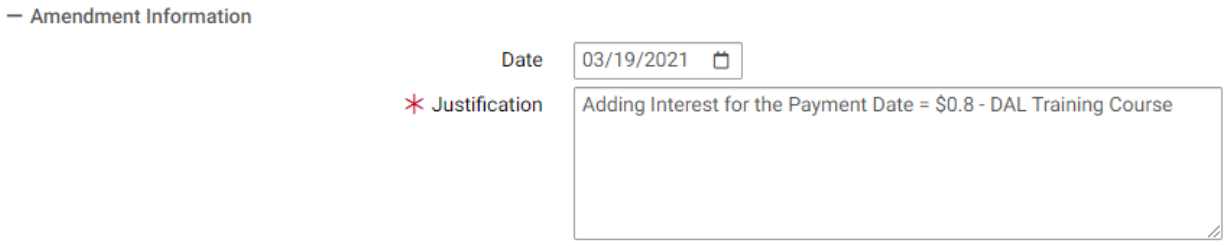
Figure 249: New Amendment



15. Enter an **Amendment Justification.**

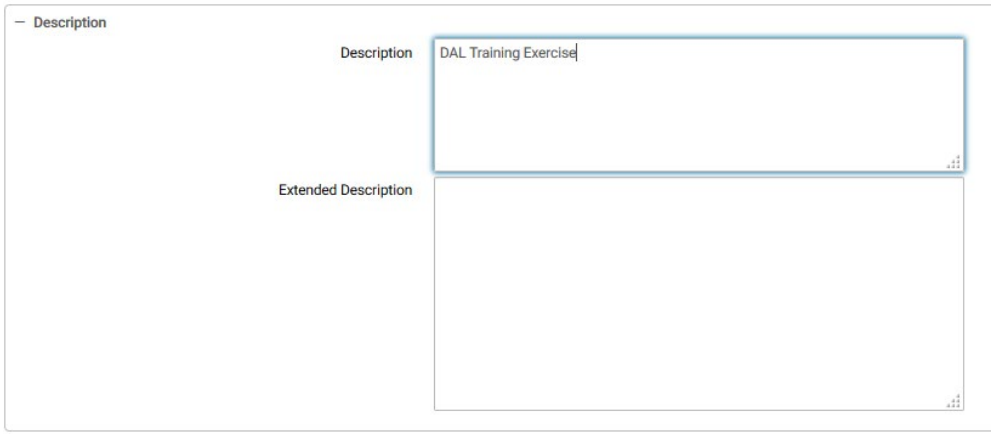
NOTE: It is critical to enter a detailed Amendment Justification, as the Debt Account Action History report will pull the Amendment Justification to the report to identify the activity history associated to the Debt Account Entity.

Figure 250: Amendment Information



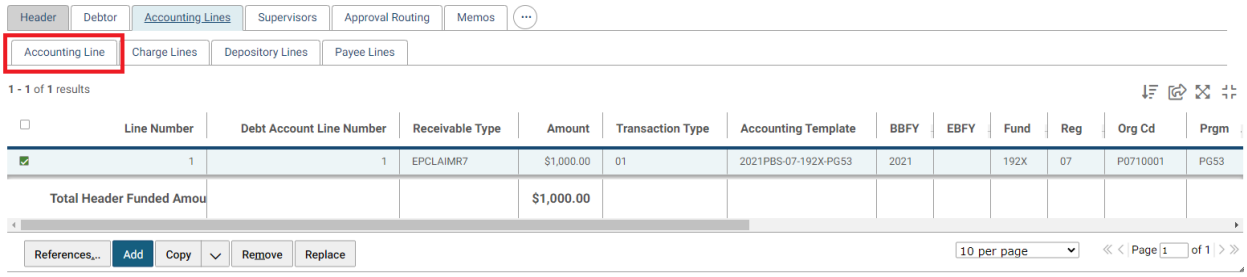
16. Enter a value in the **Description** field.

Figure 251: Description Field



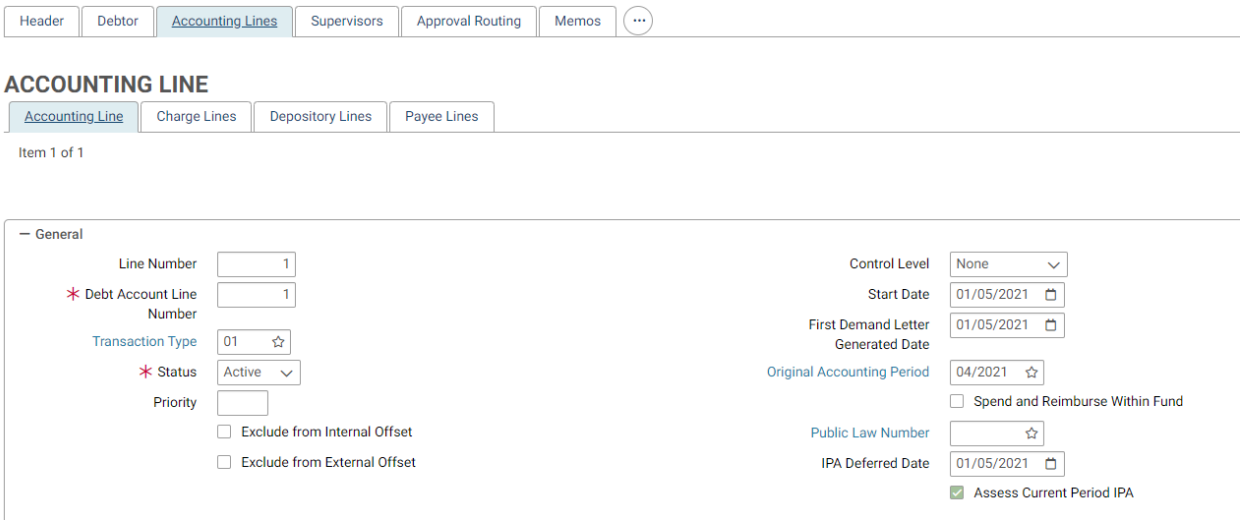
17. Select the **Accounting Lines** tab.
18. Select Accounting Line 1 from the item collection and Select the Accounting Line hyperlink.

Figure 252: Accounting Line Hyperlink



The accounting line page is displayed.

Figure 253: Accounting Line



19. Ensure the code in the Amortization Schedule field matches the Amortization Schedule reviewed in the prior steps.

Figure 254: Amortization Schedule

20. Navigate to the Charge Lines tab.
21. Select **Add**.

Figure 255: Add Button

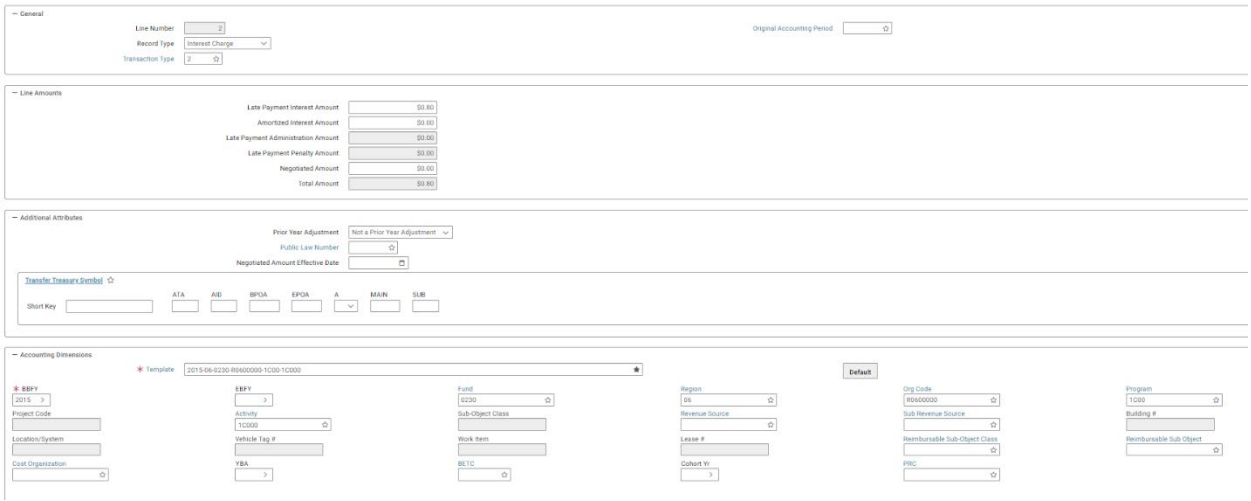
22. Enter **Record Type** = Interest Charge.
23. Enter **Transaction Type** = INC.
24. Enter an **Amortized Interest** amount equal to the interest amount previously recorded from the Amortization Schedule for the next payment period.
25. Enter the **Accounting Template**.

    NOTE: The following accounting templates will be used:

    a. Region 6: 2015-06-0230-R0600000-1C00-1C000

    b. Region 6: 2015-07-0230-R0700000-1C00-1C000

Figure 256: Accounting Template



26. Select **Save**.
27. Select **Verify**.
28. Select the **Submit** button.

4.7.8.5 Amortization Schedule Query

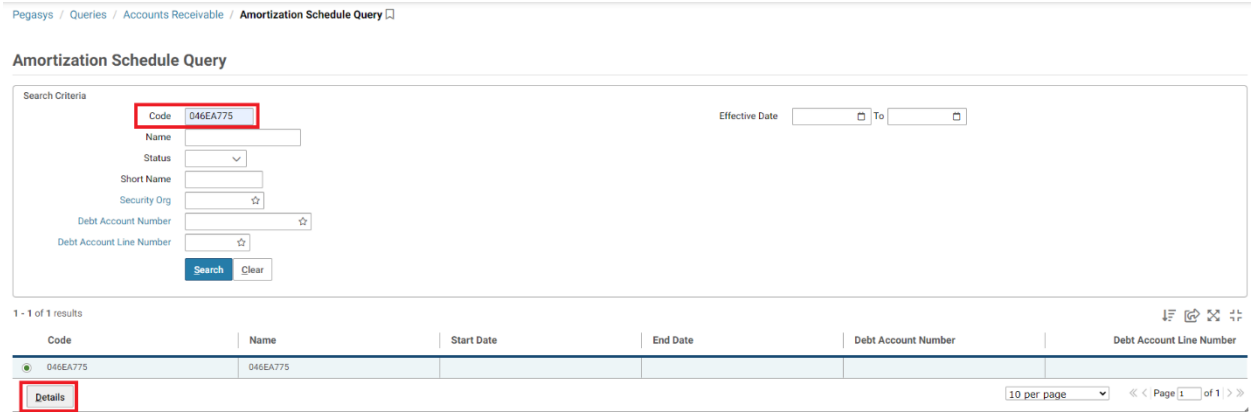
The Amortization Schedule Query allows users to view amortization schedules and schedule versions in order to track repayment of debts. The initial establishment of the Amortization Schedule is performed on the Amortization Schedule reference table (see **Section 4.7.8.2**). Once the Amortization Schedule is created, users may query the Amortization Schedule. The query allows users to enter various search criteria, e.g., Amortization Schedule, Debt Account Number, etc. By entering the Amortization Schedule Code, users will be searching directly for a specific Amortization Schedule. If the user is attempting to determine if an Amortization Schedule

reference exists on a particular Debt Account Entity, the query's ability to search by Debt Account Number will instantly confirm any link between a particular Debt Account Entity and an Amortization Schedule established in Pegasys.

Once an Amortization Schedule is opened on the Amortization Schedule Query, users can drill down to the associated payment schedule and:

1. View the individual scheduled payments that make up the Amortization Schedule.
2. For each payment, view:
    a. Payment due date
    b. Payment amount including principal and interest broken out
    c. Balance remaining on the Debt Account after the payment is received
    d. Date GSA received the payment from the debtor and recorded as a collection in Pegasys
3. View the total Payment Amount, Interest Amount, and Principal Amount
4. View Cash Receipts processed in reference to a selected payment line

Figure 257: Amortization Schedule Query Search Page



The Amortization Schedule Query's Details pages include:

- Amortization Schedule Query Detail
- Amortization Schedule Version

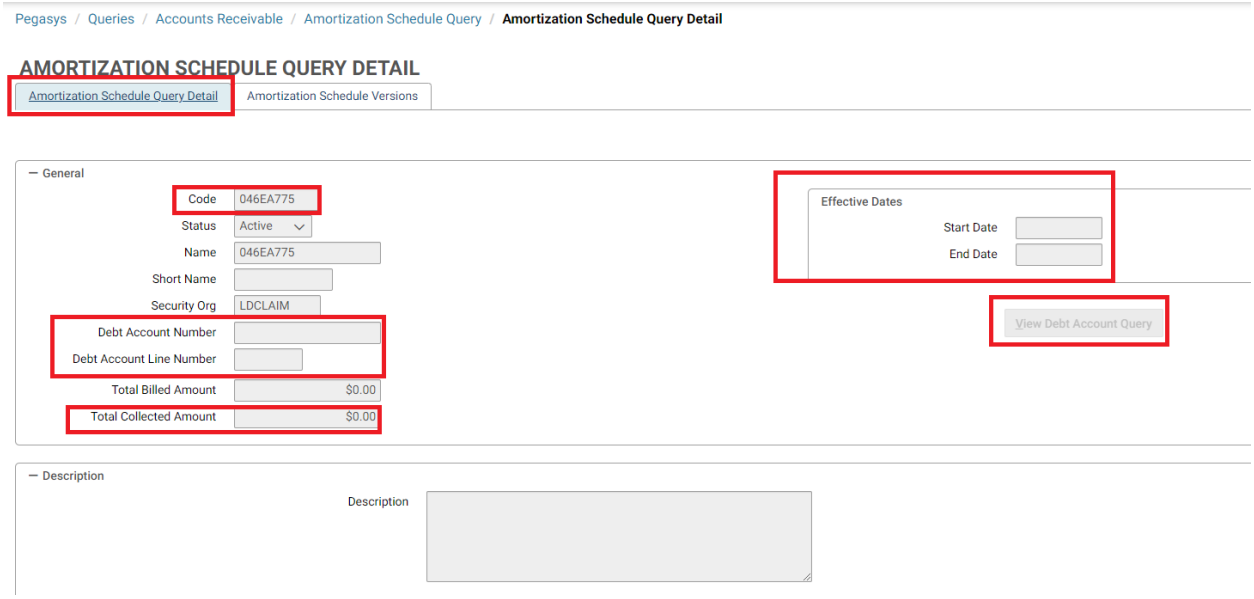
The Amortization Schedule Query Detail page provides general information associated to the Amortization Schedule, including:

- Amortization Schedule Code
- Effective Dates
- Summary Collected Amount
- Debt Account Number/Debt Account Line Number

NOTE: The Debt Account information will only be populated if the Amortization Schedule has been referenced on a Debt Account Entity's accounting line, which establishes the linkage between the entity and the Amortization Schedule.

- Direct link to the Debt Account Query

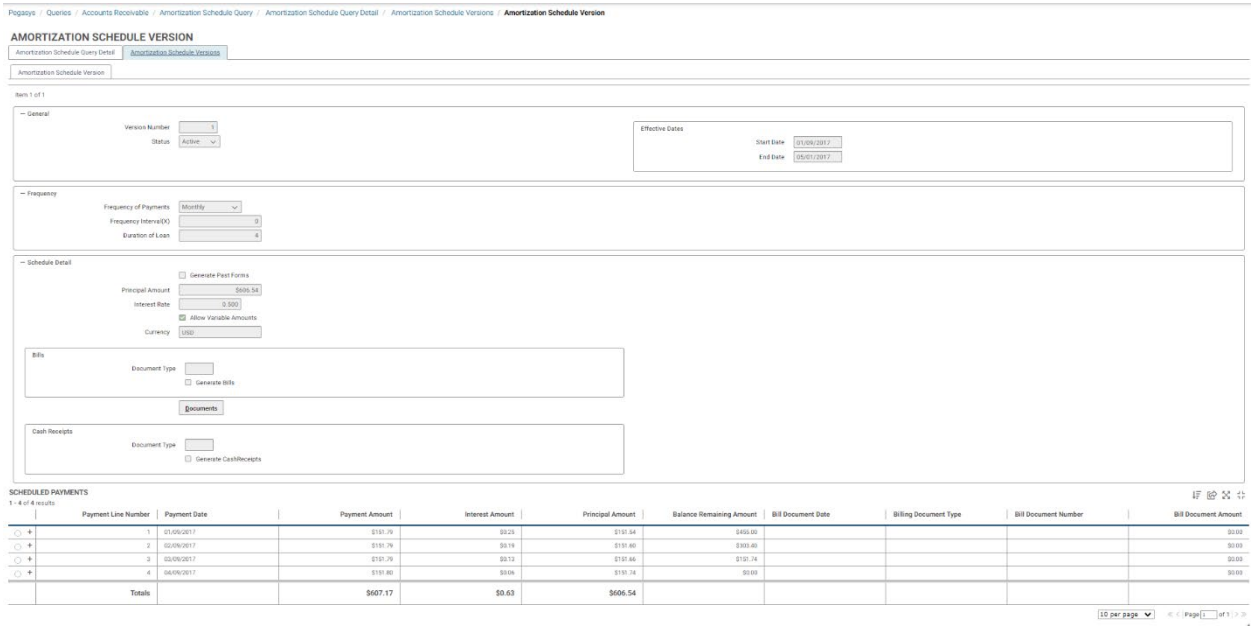
Figure 258: Amortization Schedule Query Detail



The Amortization Schedule Versions tab provides detailed information pertaining to the payment schedule established in Pegasys, including:

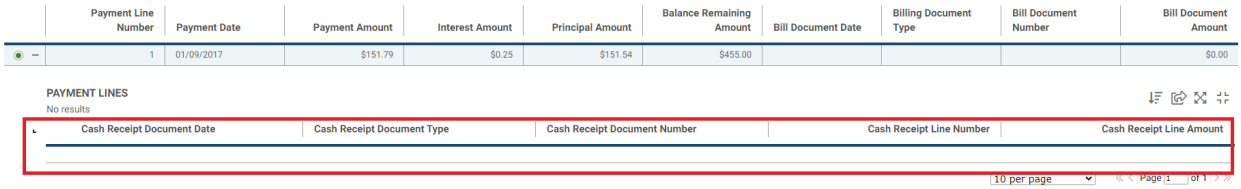
- Effective Dates of the Amortization Schedule
- Payment Frequency Terms:
- Frequency of Payments
- Every X Months
- Frequency Interval (X) = 1
- Duration of Loan
- Principal Amount
- Interest Rate
- Scheduled Payments

Figure 259: Amortization Schedule Version Tab



The Scheduled Payments section of the Amortization Schedule Version tab provides the ability for users to review the scheduled payment dates, payment amounts (principal + interest) and remaining balance amounts. In addition to the ability to review the payment schedule and associated amounts, users may also expand each Payment Line Number to view any Cash Receipts processed in reference to the payment line.

Figure 260: Amortization Schedule's Schedule Payment Information



4.7.9 Expense Reclassification Process

The PU Itemized Payment document is used to reclassify the expense for erroneous charges. This process applies to all Region 7 Claim Types. For Region 6, the expense reclassification process only applies to Vendor Claims (VNCLAIMR6), FedPay (FPCLAIMR6), TAPS (TACLAIMR6), Excess Cost (ECCLAIMR6) and Autopay (APCLAIMR6) Claim Types.

The following steps cover the process for creating the expense reclassification PU document in Pegasys.

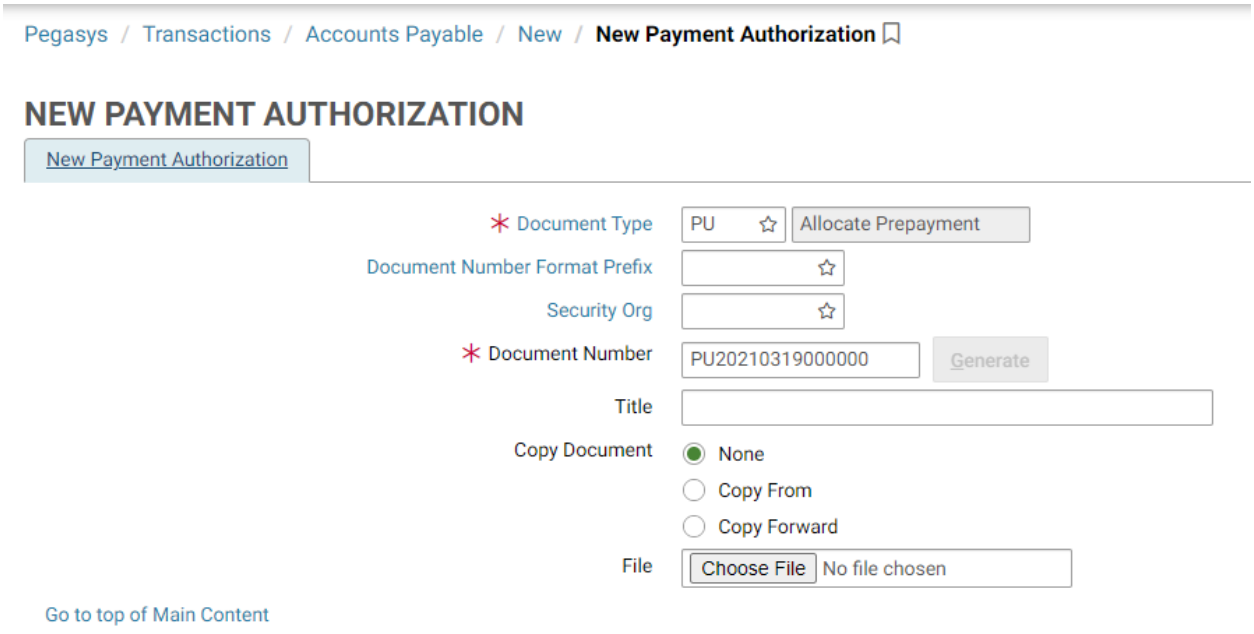
Steps to Create a PU Expense Reclassification IP:

1. Navigate to Transactions → Accounts Payable → New → Payment Authorization.

2. Enter **Document Type** = PU.
3. Select **Generate** to create a **Document Number** (write this number down, you will need it later) EX: PU202106220001.

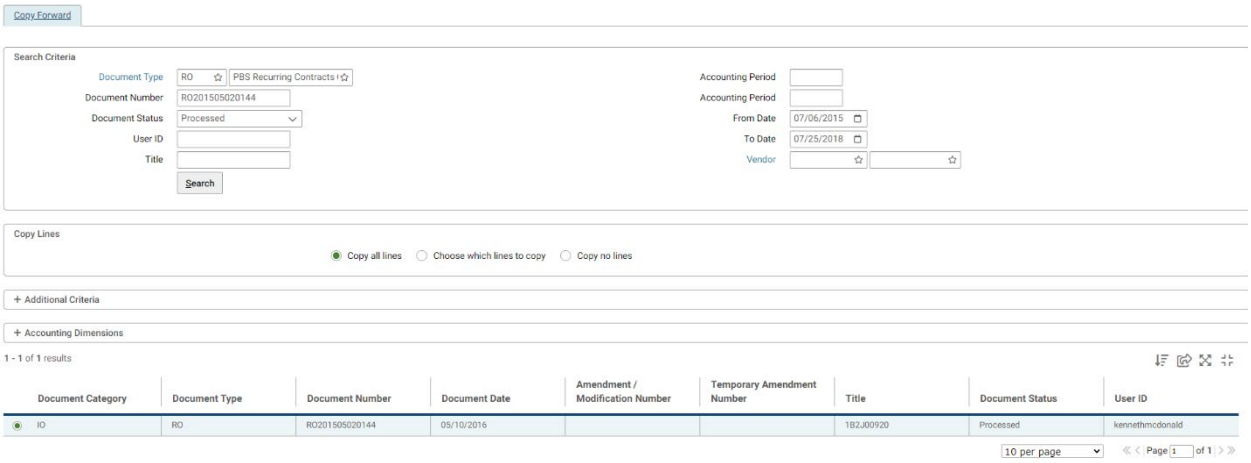
   NOTE: Once the document number is generated, the Generate button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.
4. Select the radio button next to **Copy Forward**.
5. Select **Next**.

Figure 261: New Payment Authorization



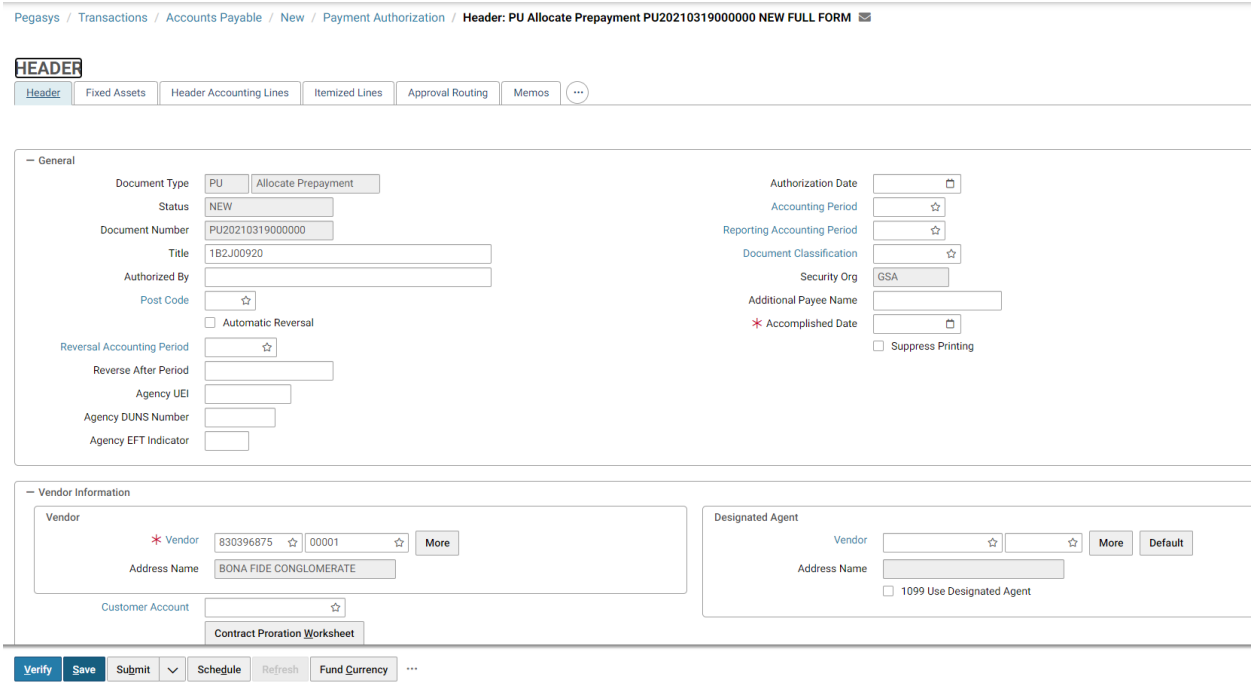
6. Enter **Document Type**:
   a. Region 6 = QP
   b. Region 7 = PJ, RB, RO, LP, RW, UM, AR, GP, PS, EK, UE, PN, EN, D7, P9, PY, EP, DW, PX, GD, RR, EC, IX, YJ or LM
7. Enter the Document Number.
8. Select **Search**.
9. Select the record from the item collection and Select **Finish**.

Figure 262: Copy Forward



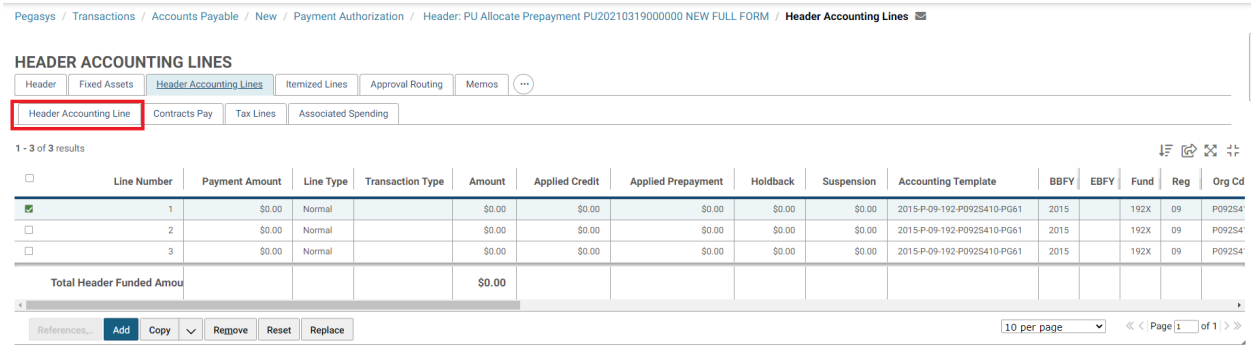
10. The PU expense reclassification form screen opens successfully.

Figure 263: Payment Authorization Information



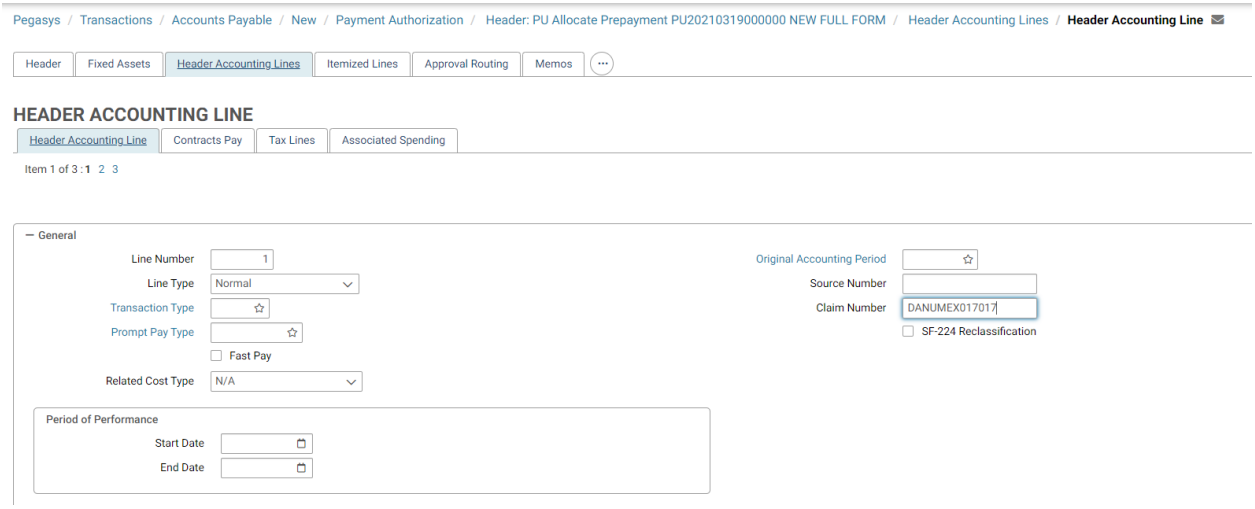
11. Enter the following value in the Assignment Code field:
    a. Region 6 = R6CLAIMS
    b. Region 7 = R7CLAIMS
12. Navigate to the **Header Accounting Lines** tab.
13. Select the accounting line and Select the **Header Accounting Line** tab.

Figure 264: Header Accounting Line Tab



14. Enter the following **Transaction Type**:
    a. **Region 6**:
        i. **10** for expense reclassification related to Vendor claims (Receivable Type VNCLAIMR6)
        ii. **11** for expense reclassification related to FedPay, TAPS, Excess Cost and Autopay claims (Receivable Types FPCLAIMR6, TACLAIMR6, ECCLAIMR6, APCLAIMR6)
    b. **Region 7**:
        i. **11** for Program PG80
        ii. **10** for all other Program values
        iii. **I3** for interest relating to a claim
15. Set the Line Type to **Credit**
16. Enter the applicable Debt Account Number in the **Claim Number** field.

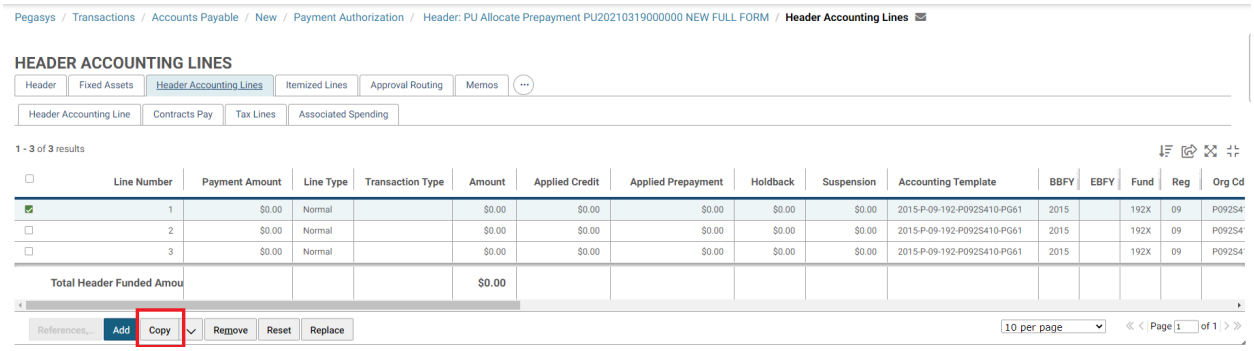
Figure 265: Claim Number



17. Navigate back to the **Header Accounting Lines** tab.

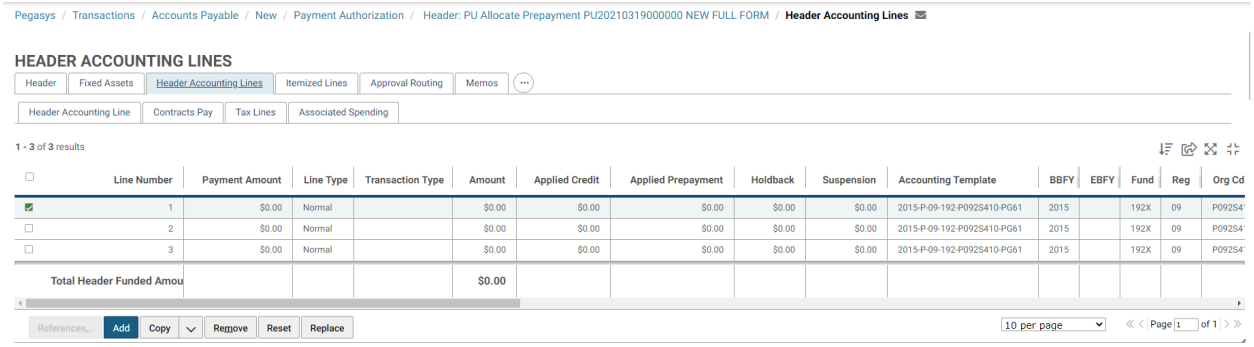
18. Select the accounting line and Select **Copy**.

Figure 266: Copy Button



19. Select accounting line 2 and Select the **Header Accounting Line** hyperlink.

Figure 267: Payment Authorization - Header Accounting Line



20. Enter the following **Transaction Type**:

    a. **Region 6**:

        i. **14** for expense reclassification related to Vendor claims (Receivable Type VNCLAIMR6)

        ii. **15** for expense reclassification related to FedPay, TAPS, Excess Cost and Autopay claims (Receivable Types FPCLAIMR6, TACLAIMR6, ECCLAIMR6, APCLAIMR6)

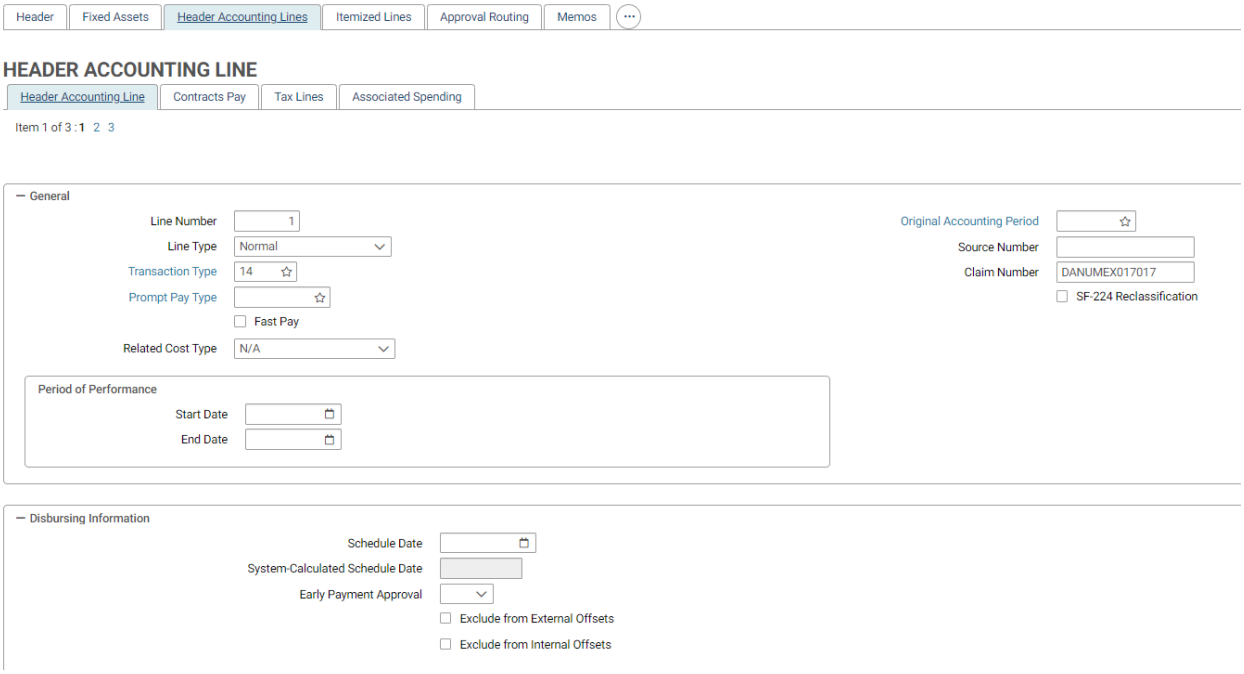
    b. Region 7

        i. **14** for Non-Reimbursable

        ii. **15** for Reimbursable

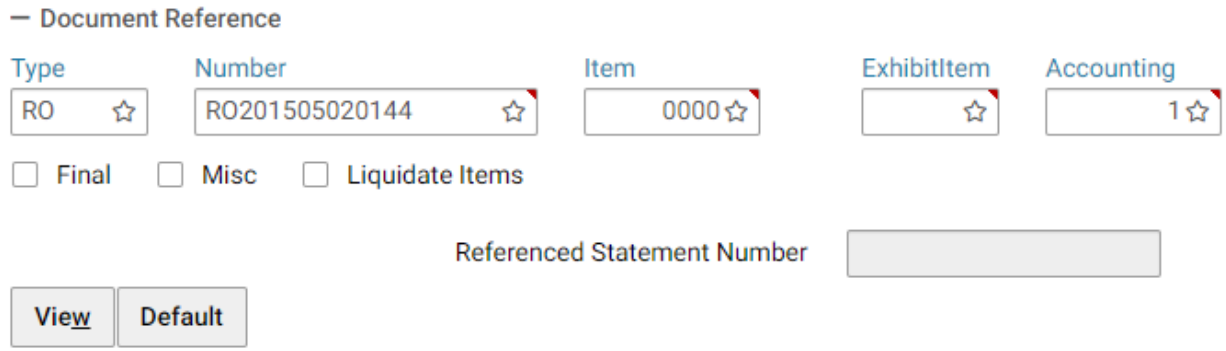
21. Set Line Type = **Normal**

Figure 268: Header Accounting Line - General And Disbursing Information



22. Remove the **Document Reference** information.

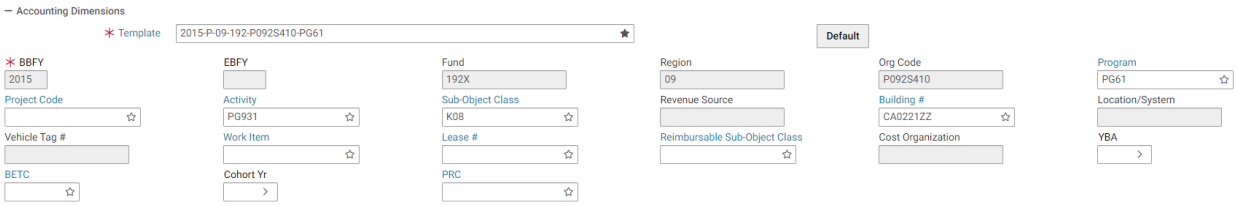
Figure 269: Document Reference Section



23. Region 7 only:

    a. Enter Activity Code = **PG931**

Figure 270: Accounting Dimensions - Activity Code



24. Select **Save**.
25. Select **Verify**.
26. Correct any hard errors and re-verify until the action is successful.

    NOTE: Forms in Held and Rejected status can be routed for review prior to submission. When initiating a review, the form can be routed to one or more reviewers in the Review Form Modal Window. Reviewers then can enter comments and/or suggest changes to the form. Users can accept/reject individual comments or reply to document a resolution. The Review Form Workflow & Commenting QRG (https://corporateapps.gsa.gov/applications/financial-apps/pegasys/) provides more details.

27. Select the **Submit** button to process the document.

    NOTE: To set a Workflow Priority of Urgent when submitting a form for approval, select Submit then Urgent.

    The document is successfully sent to the queue for processing.

4.7.10 PAR Receivable Reversal Process

The PAR Receivable Reversal Process applies only to Region 6 (not External Services) Payroll Claims (PRCLAIMR6). In Pegasys, the process is recorded via the manual processing of a Standard Voucher, document type D6A, to reverse the outstanding claim balance established by PAR.

The D6A utilizes the following values:

- Transaction Type = 03
- Line Type = Blank
- Transaction Event = Expenditure
- Increase/Decrease Indicator = Decrease

The following steps outline the process to create the PAR Receivable Reversal SV in Pegasys.

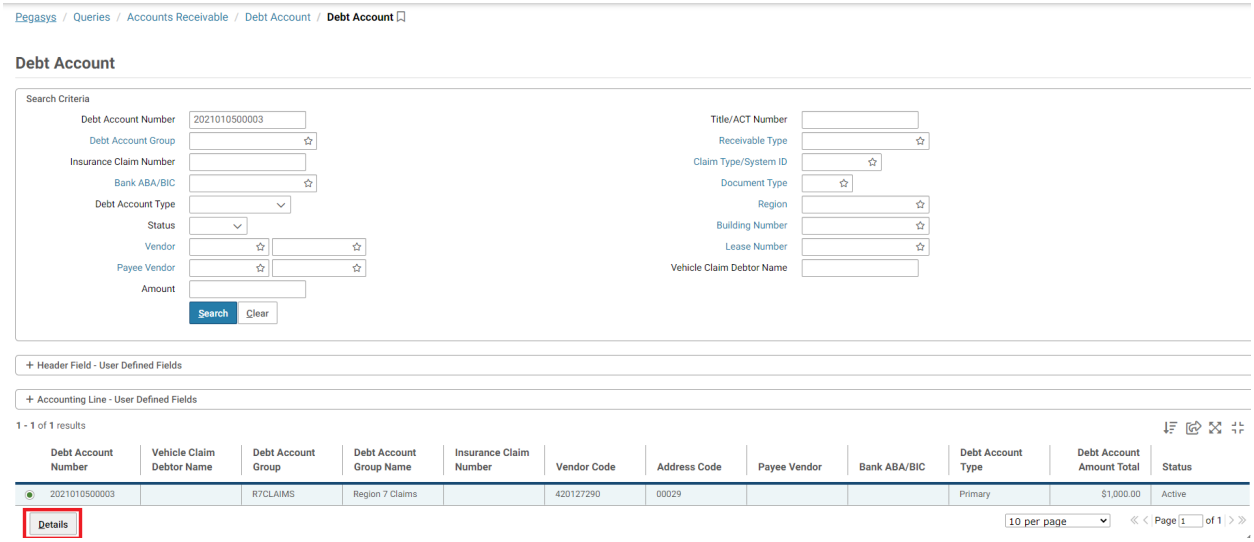
Steps to Create PAR Receivable Reversal:

1. Navigate to Queries → Accounts Receivable → Debt Account → Debt Account
2. Enter the **Debt Account Number** for the PRCLAIMR6 associated to the PAR Receivable Reversal transaction to be generated.
3. Select **Search**.

   The record is returned in the item collection.

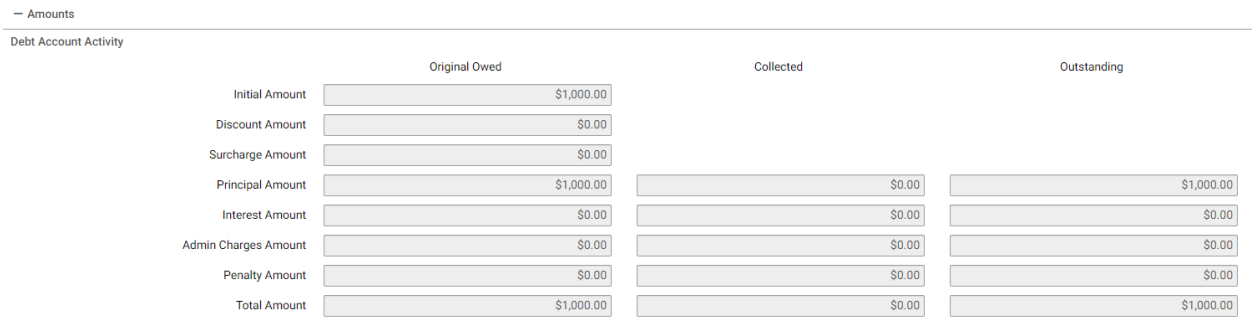
4. Select the record from the item collection and Select Details.

Figure 271: Debt Account Details



5. Record the **Total Amount** for later use.

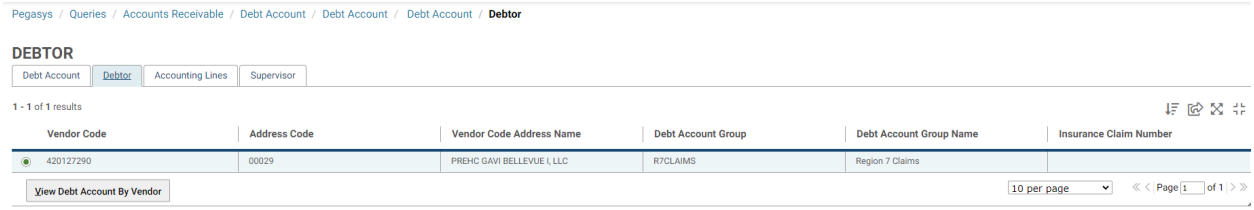
Figure 272: Amounts Section



6. Navigate to the **Debtor** tab.

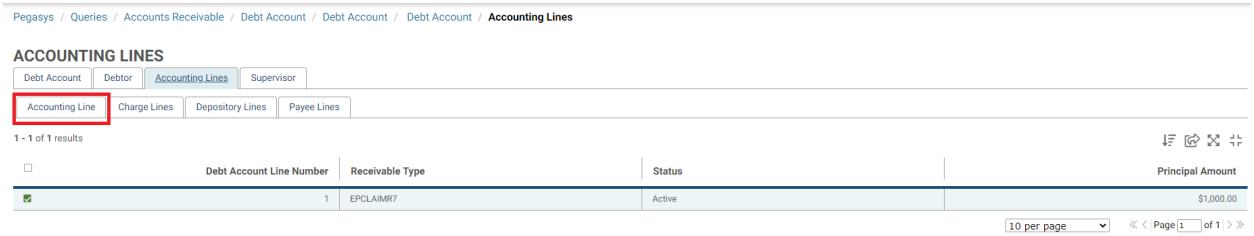
   Record the **Vendor Code** and **Address Code** for later use.

Figure 273: Debtor Tab



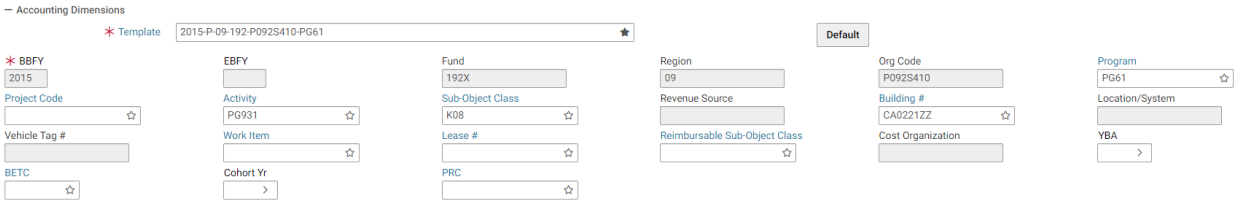
7. Navigate to the **Accounting Lines** tab. Select the accounting line from the item collection and Select the **Accounting Line hyperlink**.

Figure 274: Accounting Line Link



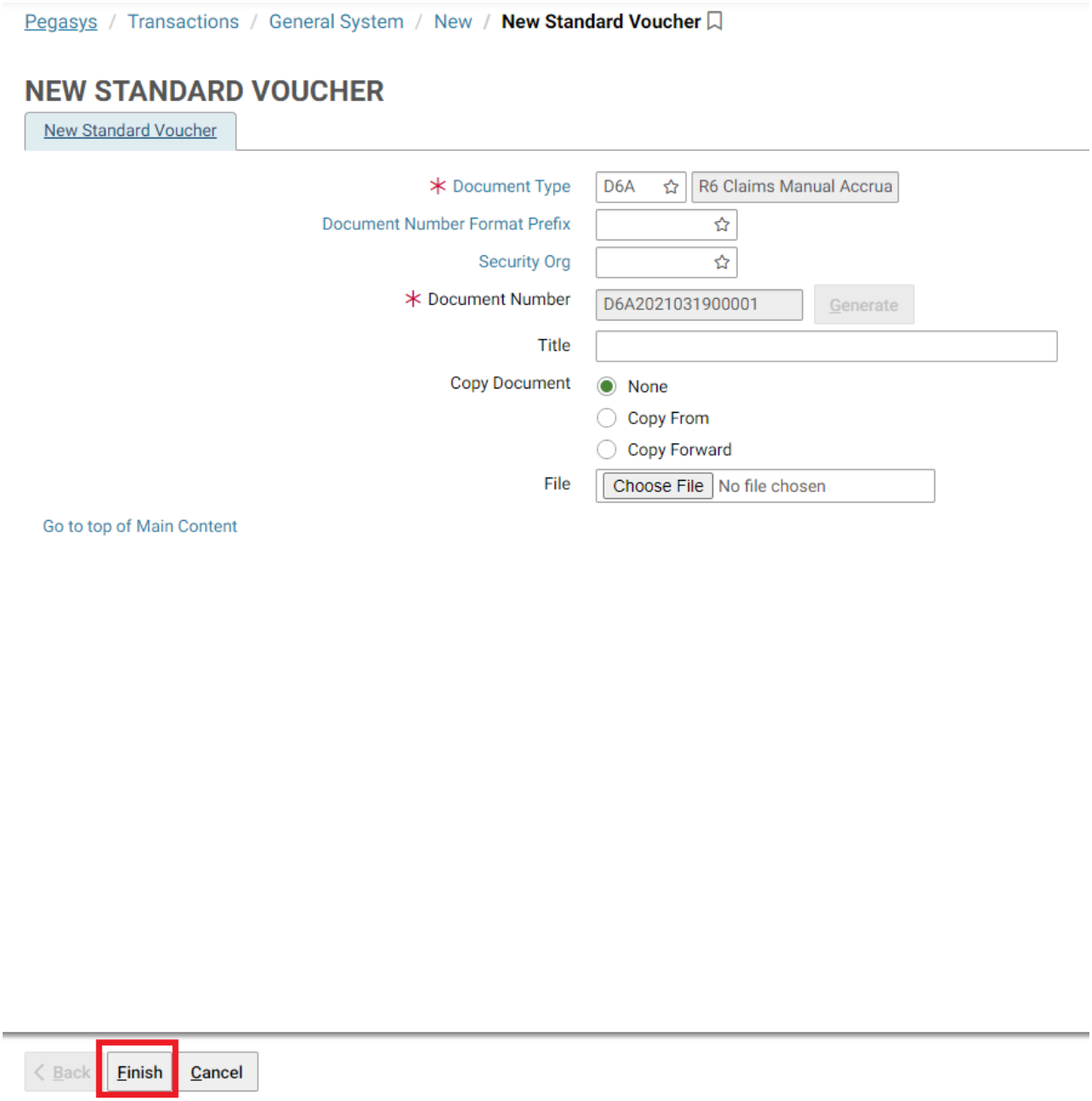
8. Record the **Accounting Template/Dimensions** for later use.

Figure 275: Accounting Template - Dimensions



9. Navigate to Transactions → General System → New → Standard Voucher.
10. Enter **Document Type** = D6A.
11. Select **Generate** to create a system-generated Document Number. Once the document number is generated, the **Generate** button will be disabled, prohibiting multiple selection attempts so that sequence numbers are not skipped.

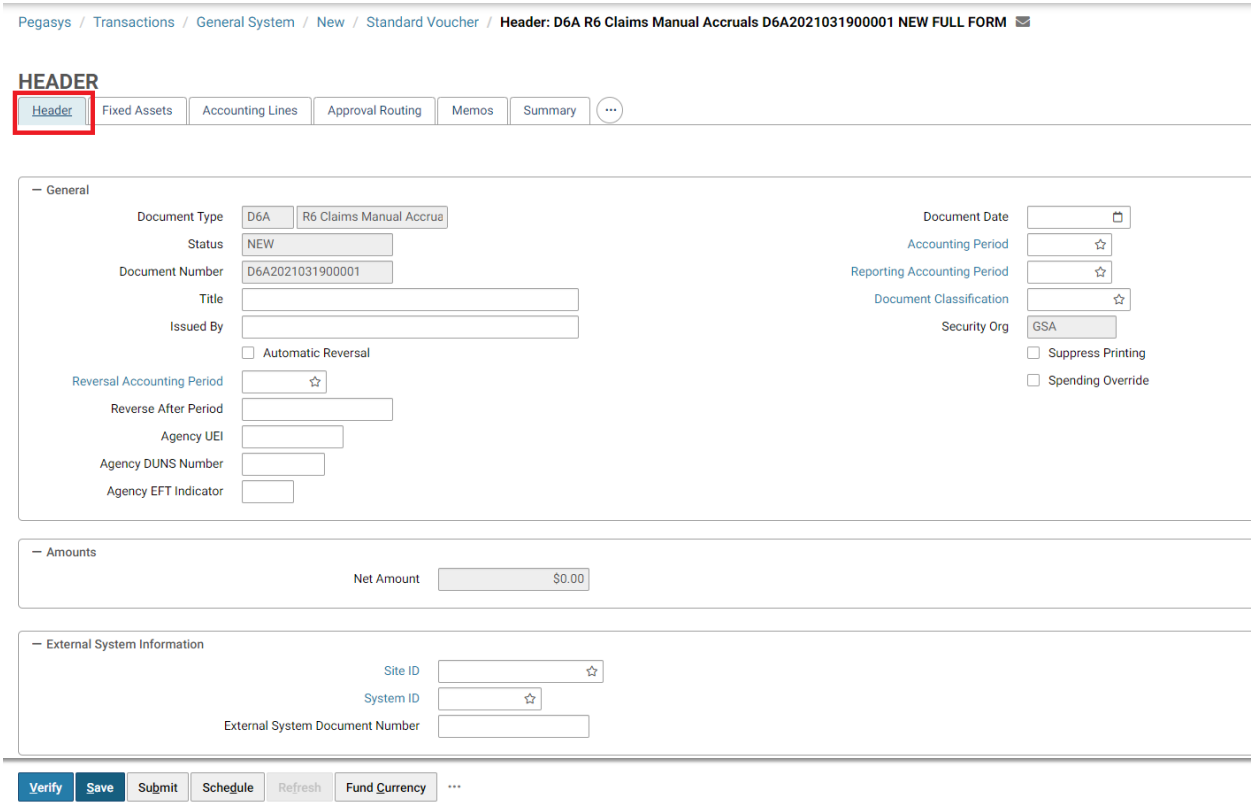
Figure 276: New Standard Voucher



12. Select **Finish**.

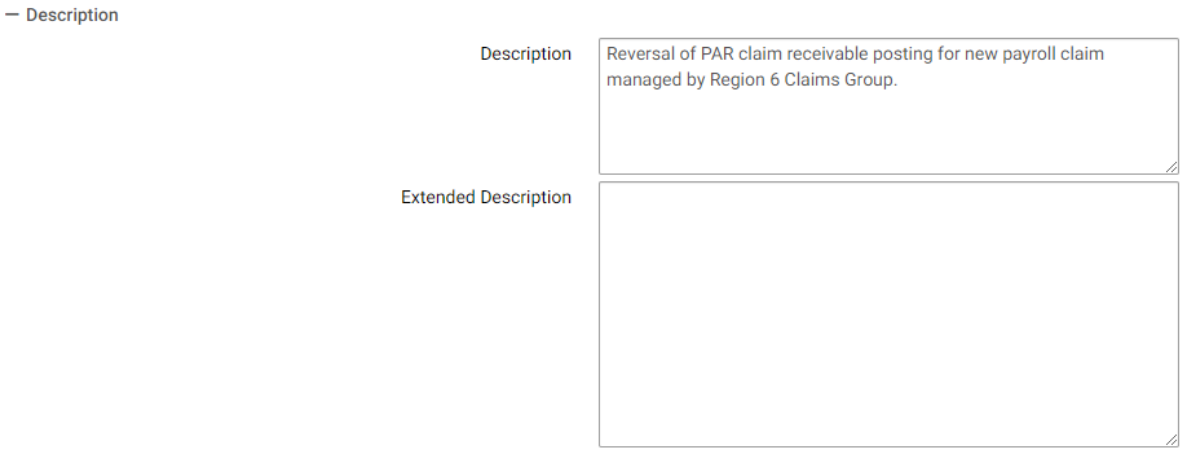
    The SV form opens successfully to the Header tab.

Figure 277: Header tab



13. In the **Description** field, enter "Reversal of PAR claim receivable posting for new Payroll claim managed by Region 6 Claims group."

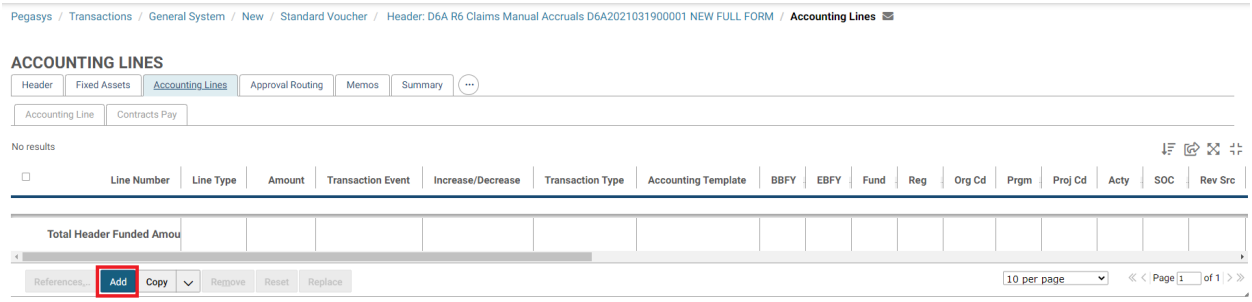
Figure 278: Description



14. Navigate to the **Accounting Lines** tab.

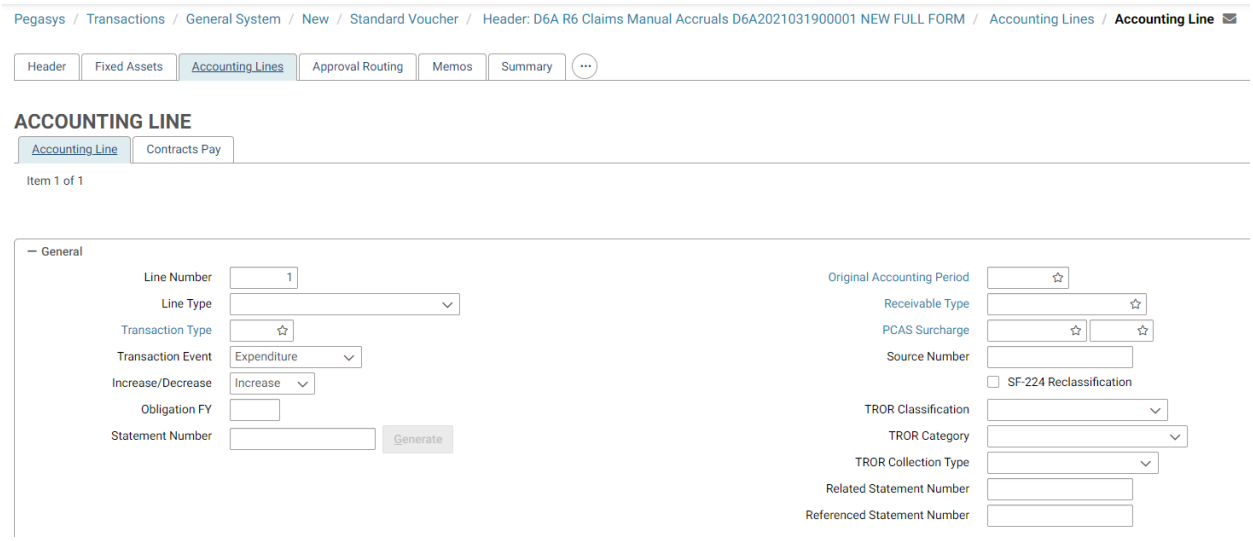
    Select **Add**.

Figure 279: Add Accounting Line



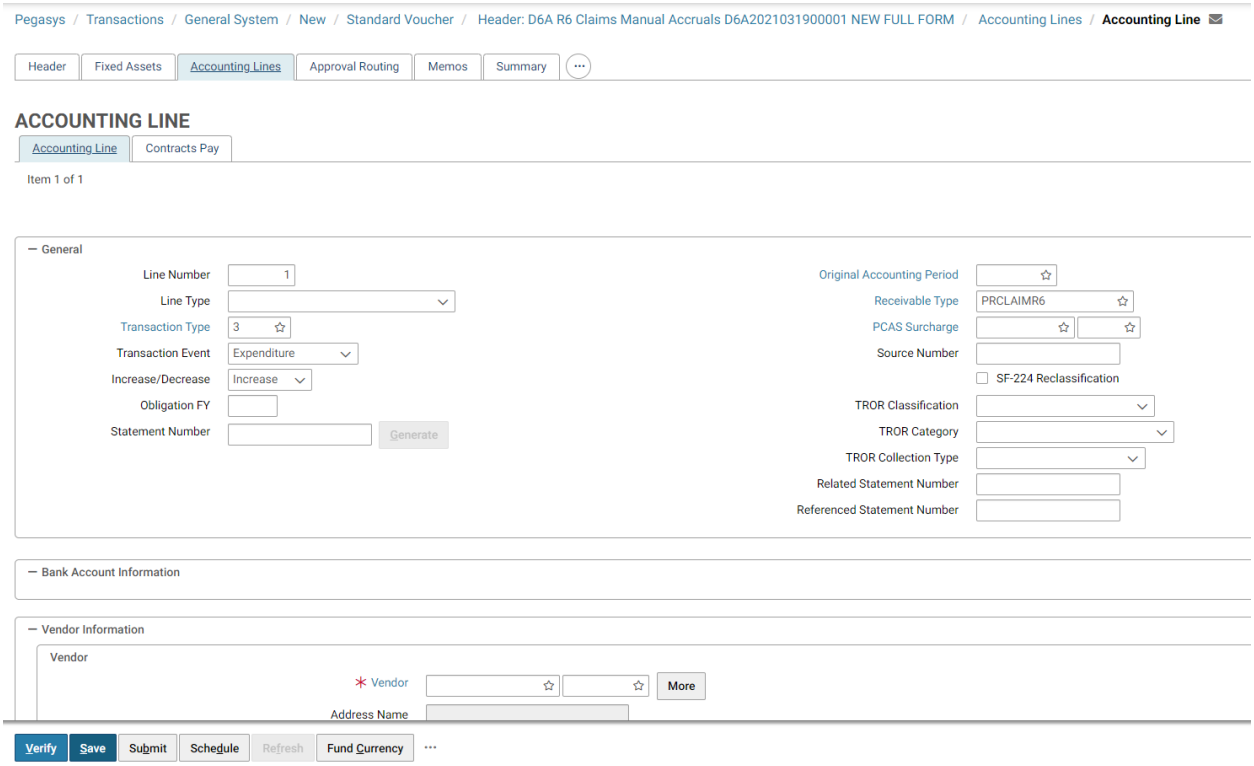
The Accounting Line screen is displayed.

Figure 280: Accounting Line Screen



15. Enter **Transaction Type** = 03.
16. Set the **Transaction Event** dropdown = Expenditure.
17. Set the **Increase/Decrease** dropdown = Decrease.
18. Enter **Receivable Type** = PRCLAIMR6.
19. Enter in the **Vendor Code** and **Vendor Address Code** fields noted in Step #6.

Figure 281: Accounting Line Information



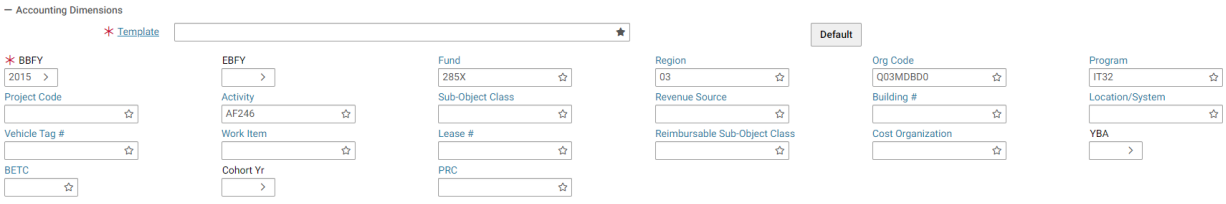
20. Enter the **Amount** noted in Step #5.

Figure 282: Line Amounts

21. Enter the **Accounting Template** recorded in Step #8 and Select **Default**.

    Ensure the accounting dimensions recorded in Step #8 are populated successfully.

Figure 283: Accounting Dimensions



22. Select **Save**.
23. Select **Verify**.

    NOTE: Correct any hard errors and re-verify until the action is successful.

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24. Select **Submit** to process the document.